Kilmore Primary School

Principal: Mr Neil O'Sullivan

35 Lancefield Road, Kilmore 3764 • PO Box 105, Kilmore 3764 • ABN 85 985 746 253
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WORKING WITH CHILDREN CLEARANCE REGISTER PROCEDURE

Help for non-English speakers

If you need help to understand the information in this policy, please contact the school administration office on (03) 5782 1268 or via *kilmore.ps@education.vic.gov.au*

PURPOSE

To ensure compliance with the requirements of the Minimum Standards for school registration, including the Child Safe Standards, Kilmore Primary School maintains a register of all employees, volunteers and visitors (including contractors) Working with Children Clearance (WWCC) details, where they are required to have one under the *Worker Screening Act 2020* or under our school or department policies.

The register includes each person's:

- Name
- Clearance number
- Expiry date
- Copy of their card

This procedure outlines how our school maintains this register. It also outlines the required process for entering WWCC and Victorian Institute of Teaching (VIT) registration information onto eduPay.

PROCEDURE

VIT registration and WWCC requirements

All employees of Kilmore Primary School employed to undertake teaching duties must be registered with the VIT. This includes Casual Relief Teachers (CRTs). Staff with VIT registration do **not** also require a WWCC.

All employees of Kilmore Primary School employed as education support staff or in roles that are non-teaching roles must have a current WWCC (unless they have VIT registration).

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Employee VIT registration and WWCC details must be recorded in eduPay. Procedures for staff to enter VIT registration and WWCC details into eduPay are set out in the *Update Victorian Institute of Teaching and Working With Children Check card details* quick reference guide.

All volunteers and visitors (including contractors or staff placed through agencies/third parties) who are engaged in child-related work or are required to have a WWCC under our school's *Visitors* and *Volunteers* policies will be required to provide evidence of a current WWCC. All volunteers and visitors are required to sign in at the administration office and complete their contact details, including inputting their WWCC details on the Compass Kiosk. Upon entering their contact details, the relevant staff they are visiting will receive a text message alerting them of their arrival. The volunteer or visitors details are then digitally recorded in the Compass Kiosk details. All visitors and volunteers are also required to sign out from the Compass Kiosk upon their departure from the school.

Any employee, volunteer or visitor who does not have a current satisfactory WWCC or VIT registration where required under this procedure, will be removed from their duties until such time as they provide satisfactory evidence of their clearance.

WWCC Register

Our school maintains the WWCC Register using *SAM4Schools* (*https://www.sam4schools.com.au*), which is a Risk and Compliance Management System. This system stores all records for the school with a secure login.

Adding new employees, volunteers and visitors to the WWCC Register

Kilmore Primary School's Business Manager is responsible for sighting, verifying and recording WWCC information for any new employee.

The administrative staff are responsible for sighting, verifying and recording WWCC information for any volunteer or visitor (where applicable) via the Compass Kiosk, under the following process:

1. Record the relevant WWC clearance details on *SAM4Schools*
2. Ensure the WWWC card type is correct (Employee or Volunteer)
3. Retain a copy of any documentation sent by the Department of Justice and Community Safety (such as the letter of confirmation for employees and any volunteers or contractors who have listed the school on their WWCC details), and records of any other
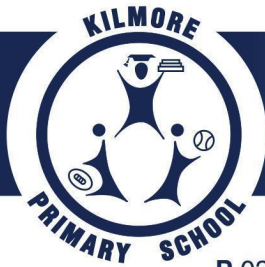
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child safety suitability checks (such as reference checks) in the employee file or relevant file for visitors and volunteers WWCC information.

Ongoing maintenance of the WWCC Register

SAM4Schools will send an alert to Kilmore Primary School administration staff, as well as the people who hold the Working with Children Check card, if the WWCC is about to expire or if there have been any changes to a person's WWCC status.

1. Where a person's WWCC status has changed to indicate a concern (e.g. suspension or revocation of clearance), administration staff will inform the principal immediately and steps will be taken to ensure the person is removed from their duties until such time as they provide satisfactory evidence of their clearance.
2. Where the check is expiring, administration staff will contact the WWCC holder to remind them that their WWCC is due to expire and to request updated information once it has been renewed.
3. When the updated information is provided, the information is entered in SAM4Schools.

Employee VIT or WWCC information on eduPay

Upon engagement of a new employee, Kilmore Primary School's Business Manager will follow the *eduPay User Guide: School Appointments* to ensure they are properly entered into eduPay (regardless of whether they are Department or school council employees) including:

● Checking that employees have been entered correctly as either a teacher (if they are performing teaching duties) or education support staff, and that valid and current VIT registration or WWCC information (as applicable) has been entered into eduPay by the staff member
● For employees who have entered WWCC information, checking that the card type is entered as 'Employee' and verifying the WWCC details through the process outlined above.

VIT registration status is verified and monitored through a centralised process between VIT and the Department of Education and Training and our school will be informed by the Department of any change to VIT registration status that requires action.
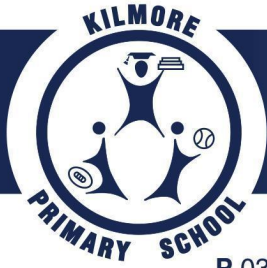
FURTHER INFORMATION AND RESOURCES

The following School Policies are also relevant to this policy:

- *KPS Duty of Care Policy*
- *KPS Child Safety and Wellbeing Policy*
- *KPS Code of Conduct*
- *KPS Risk Register*
- *KPS Visitors Policy*
- *KPS Volunteers Policy*

Department policies:

- *Child Safe Standards*
- *Contractor OHS Management*
- *Recruitment in Schools*
- *Suitability for Employment Checks*
- *Visitors in Schools*
- *Volunteers in Schools*
- *Working with Children Checks and other Suitability Checks for School Volunteers and Visitors*

PROCEDURE REVIEW AND APPROVAL

Procedures last reviewed	December 2022
Approved by	Principal
Next scheduled review date	December 2025