

HAWKESDALE P12 COLLEGE



WORKING WITH CHILDREN CLEARANCE REGISTER PROCEDURE

PURPOSE

To ensure compliance with the requirements of the Minimum Standards for school registration, including the Child Safe Standards, Hawkesdale P12 College 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
- WWCC number
- expiry date
- date the check was last verified

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

1. VIT registration and WWCC requirements

All employees of Hawkesdale P12 College 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 Hawkesdale P12 College employed as education support staff or in roles that are non-teaching roles must have a current WWCC (unless they have VIT registration).

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 Volunteers or Visitors policies will be required to provide evidence of a current WWCC. A photocopy of the Card is taken and filed on site and all visitors are required to report to the front office and sign in using Hawkesdale P12 College's digital platform Passtab.

Volunteer, contractor and visitor WWCC details will be recorded in our WWCC Register (Passtab at the front office).

Any employee, volunteer, contractor 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.

2. WWCC Register

Our school maintains the WWCC Register for visitors and Volunteers in an online platform called Passtab. Passtab is digital platform/ App that records the time of sign in and sign out of all visitors in and out of the school.

When visiting Hawkesdale P12 College, visitors and volunteers are required to enter their WWCC or exemption details into Passtab. The clearance is verified live by the system. Passtab records the name, type of visitor, WWCC number, expiry date and date it was last checked with Services Victoria. A green tick will signal a successful log in and a current WWCC. An alert for invalid information, WWCC expired or will expire in the next 90 days is also given the time of sign in.

Visitors and volunteers without a valid check or exemption will not be permitted to sign in and will be removed from their duties until such time as they provide satisfactory evidence of their clearance.

Adding new employees, volunteers and visitors to the WWCC Register

Hawkesdale P12 College administrative staff are responsible for sighting, verifying ensuring the recording of WWCC information in passtab for any new volunteer or visitor (where applicable), under the following process:

1. Ensuring all visitors sign in using Passtab at the front office and assist with this process if necessary.
2. Take a photocopy of the WWCC or VIT registration of any new visitors, volunteers and employees entering the school for the first time and filed in the white WWCC folders above the bench on the back wall of the office Hawkesdale p12 College.

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 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

Where a person's WWCC status has changed to indicate a concern (e.g. expired, suspension or revocation of clearance) Hawkesdale P12 College Administrative 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.

1. At the same time as running the live check with Services Victoria, Passtab will alert and highlight where clearances are due to expire in the next 91 days or have expired via email to the school email address.
2. When the updated information is provided, a hard copy is taken and filed in the WWCC folders, and the information is updated in Passtab by Hawkesdale P12 Administrative staff. Passtab validates as per the procedure above for adding new entries.

Employee VIT or WWCC information on eduPay

Upon engagement of a new employee the Hawksdale P12 College 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) is uploaded to the eduPay system.
- 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, and our school will be informed by the Department of any change to VIT registration status that requires action.

Verifying employee WWCCs

The Business Manager is responsible for sighting, verifying and recording WWCC information of new employees under the following process:

1. Record the relevant WWCC clearance details in eduPay as per the procedure above
2. Verify the WWCC:
 - If checking the status of multiple WWCCs, copy the last name and card number into the [sample CSV file from the Service Victoria website](#), submit to the online [Working With Children Status Checker](#) and wait for an email with the results of the status check
 - If checking the status of a single WWCC enter the last name and card number into the online [Working With Children Status Checker](#)
 - If checking the status of a Digital Working with Children Check, use the Service Victoria app on a mobile device to scan the QR code on the digital card. Get the Service Victoria app [from Google Play or the App Store](#)
3. Request that the employee access their [MyCheck account](#) to update their details to include the name of the school
4. Save or note evidence of the verification
5. Retain a copy of any documentation sent by Government Services Victoria (WWCC Victoria) (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 child safety suitability checks (such as reference checks) in the employee file.

Ongoing verification of employee WWCCs

1. The Business manager will actively monitor the notifications received in EduPay notifying any concerns related to WWCC.
2. Where a person's WWCC status has changed to indicate a concern (e.g. expired, suspension or revocation of clearance) the business manager 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.

3. At the same time as running the check through eduPay the business manager will note where clearances are due to expire during the term.
4. Where the check is expiring during the term the business manager 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.

RELATED POLICIES AND RESOURCES

School policies:

- [Visitors Policy](#)
- [Volunteers Policy](#)
- [Child Safety and Wellbeing Policy](#)
- [Child Safe Code of Conduct](#)
- [Working with Students 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	April 2025
Approved by	Principal - John Ralph
Next scheduled review date	Before April 2029