

	<p style="text-align: center;">FRANKSTON PRIMARY SCHOOL</p> <p style="text-align: center;">Maintaining Working with Children Check Procedure</p>	<p style="text-align: center;">REVIEWED 2025 NEXT REVIEW 2028</p>
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Help for non-English speakers

If you need help to understand the information in this policy please contact the school office on 9783 3769.

PURPOSE

To ensure compliance with the requirements of the Minimum Standards for school registration, including Child Safe Standards, Frankston 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
- 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

VIT Registration and WWW Requirements

All employees of Frankston 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 Frankston 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).

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.

Volunteer and visitor WWCC details will be recorded in SAMS4SCHOOLS Volunteer Register.

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 in SAMS4SCHOOLS Volunteer Register.

Adding new employees, volunteers and visitors to the register

The Business Manager is responsible for sighting, verifying and recording WWCC information upon appointment of a new employee – recording WWCC information in edupay, filing copy in staff personnel file and ensuring copy is uploaded to SAMS4SCHOOL, ensuring the card type is correct (Employee or Volunteer).

The Office Administration Assistant is responsible for sighting, verifying and recording WWCC information for volunteers and visitors. The following process will be followed:

1. Record the relevant clearance details in the SAMS4SCHOOL Volunteer Register – first and last name, what type of volunteer (eg. Parent Helper), card number and card expiry date.
2. Ensure the WWCC card type is correct (Employee or Volunteer)
3. 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

Ongoing maintenance of the WWCC register

1. At the beginning of each school year Administration Office Assistant will copy the last name and card numbers of all entries in the WWCC register 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, to check if there have been any changes to a person's WWCC status
2. Where a person's WWCC status has changed to indicate a concern (eg expired, suspension or revocation of clearance), Administration Office Assistant 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 or evidence that they have applied for a check as per the Department's [Working with Children Checks and other Suitability Checks for School Volunteers and Visitors guidance](#).
3. At each OHS Team Meeting, the Principal and Administration Office staff member will access SAMS4SCHOOLS and note where clearances expire during the term
4. Where the check is expiring during the term the Administration Office Assistant will contact each volunteer reminding them that the check is due to expire and request updated information once it has been renewed
5. When the updated information is provided the information is entered into the SAMS4SCHOOL as per above procedure.

Employee VIT or WWCC information on edupay

Upon engagement of a new staff member the 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 and our school will be informed by the Department of any change to VIT registration status that requires action.

RELATED POLICIES AND RESOURCES

Frankston Primary School policies:

- Visitors Policy
- Statement of Values
- Volunteers Policy
- Child Safety policy
- Child Safety Code of Conduct

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

LAST REVIEWED	2025
APPROVED BY PRINCIPAL	Renée Kennedy
EVALUATION	This policy will be reviewed as part of the school's review cycle, or as required due to changes in relevant Acts, Laws, DE mandates, or should situations arise that require earlier consideration.