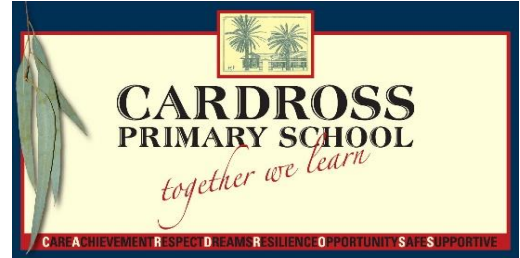


Working with Children Check (WWCC) Register Procedures



Help for non-English speakers

If you need help to understand the information in this policy please contact the Main office (03) 5024 1267

PURPOSE

All Victorian government schools are required to comply with the Department's policy in relation to Working with Children Checks and other suitability checks for all employees (both Department and school council employees) and volunteers. Schools should not have a local policy in relation to Working with Children Checks or other employment suitability checks for employees as the

Department's policy (which incorporates legal requirements under Ministerial Orders) must be followed.

LOCAL PROCEDURE

Cardross Primary School has developed a local procedure to identify who is responsible for recording each staff member's or volunteers' Working with Children Check information in the register and in CASES21 at the commencement of employment and following up with them when the expiry date is reached.

Cardross Primary School will:

- Identify all staff who require a WWCC using the [DET Suitability Check Flowchart for Schools](#).
- Ensure existing staff and volunteers are informed of the requirement to undergo the check.
- The Business Manager will confirm the validity of the produced WWC Check to ensure prospective staff and volunteers have passed a WWCC before commencement.
- Check the WWCC card's validity.
- Have a photocopy of the WWCC card and with details updated on the school register (if individual is a staff member, copy to be kept on file)
- The register will be placed on the Administration network.
- Ensure suitable monitoring procedures are in place to ensure staff members hold a valid WWCC card at all times.
- The Business Manager notifies staff at least 4 weeks prior to the expiry of their WWCC.
- The Business Manager informs staff as having primary responsibility for checking and processing WWCCs.

The Business Manager will review the register at the end of each term to ensure the currency of the WWC Checks.

The staff member or volunteer must:

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- Provide the successful WWC check card prior to commencement at Cardross Primary School.
- Notify the office if there has been a relevant change in circumstances, for example, if they have been charged or found guilty of a new relevant offence
- Apply for a new WWC check before their card expires.
- A staff member or volunteer is required to undertake a WWC check even if they have already completed a police records check.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Provided to staff at induction and included in staff handbook
- Made available publicly on our school website
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

FURTHER INFORMATION AND RESOURCES

- Working with Children Act 2005 (Vic)

Cardross Primary School policies:

- Child Safe Standards
- Volunteers
- Working with Children
- Mandatory Reporting

Department of Education and Training policies and resources:

- the Department's Policy and Advisory Library (PAL): [Duty of Care](#)
- the Department's Policy and Advisory Library (PAL): [Structured Workplace Learning](#)
- the Department's Policy and Advisory Library (PAL): [Working with Children and other Suitability Checks for School Volunteers](#)
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EVALUATION

This policy will be reviewed every three years or more often if necessary due to changes in regulations or circumstances.

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