CROYDON SDS 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 office on ph 9725 4933 or by email at croydon.sds@education.vic.gov.au

PURPOSE

To ensure compliance with the requirements of the Minimum Standards for school registration, including the Child Safe Standards, Croydon SDS 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
- WWCC type (employee/volunteer)

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 Croydon SDS 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 Croydon SDS 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 SAMS 4 Schools or on our Compass database. .

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 both our Contactor and Volunteer register through SAMS 4 Schools; and our Student Placement register is maintained through our Compass database and Croydon SDS Placement register which is saved on our local network file and in hard copies in the OHS Folders.

Adding new employees, volunteers and visitors to the WWCC Register

Croydon SDS front office staff / Business Manager are responsible for sighting, verifying and recording WWCC information for any new employee, volunteer or visitor (where applicable), under the following process:

1. Record the relevant WWCC clearance details in the following:
   - Employees on eduPay
   - Contractors and Volunteers on SAMS 4 Schools and Compass
   - Student Placements on Compass and School based register (Croydon SDS Placement Register)

2. Verify the WWCC;
   - SAMS 4 Schools completes a weekly check of the WWCC database.
   - Compass completes a live daily check against the WWCC database.

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 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

If the employee, volunteer or visitor has entered the school details into their card account, the Department's Employee Conduct Branch will be contacted by the Department of Justice and Community Safety about any changes to the card status, who will in turn contact the school. By law, the card holder must also inform the school in writing of any subsequent exclusion notice they receive.

At Croydon SDS, we maintain the WWCC Register by conducting the following:

1. Each school term, school office staff will audit all WWCC / VIT registers to ensure validity that the database is up to date and records are correct, 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) office 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 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 the same time as running the check office staff will note where clearances are due to expire during the year.
4. Where the check is expiring during the year office 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.
5. When the updated information is provided the information is entered into the school's WWCC register and validated as per the procedure above for adding new entries.

Employee VIT or WWCC information on eduPay

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

RELATED POLICIES AND RESOURCES

Croydon SDS policies:

- Visitors Policy
- Volunteers Policy
- Child Safety and Wellbeing 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](#)

PROCEDURE REVIEW AND APPROVAL

Procedures last reviewed	20 November, 2025
Approved by	Christine Pillot, Principal
Next scheduled review date	November, 2028