Consent Form – Connecting your Working with Children Clearance to our school

This form explains why Cheltenham East Primary School needs to collect information about you and your Working with Children (WWC) Clearance and how your information will be used.

Why is your information being collected?

All schools in Victoria must ensure that people are safe to work with students. This includes sighting, verifying and recording a person's Working with Children's clearance in certain circumstances. Further information can be found at:

- Working with Children Checks and other Suitability Checks for School Volunteers and Visitors Policy at https://www2.education.vic.gov.au/pal/suitability-checks/policy
- Ministerial Order 1359 – Implementing the Child Safe Standards – managing the risk of child abuse in schools and school boarding premises at https://content.sdp.education.vic.gov.au/media/ministerial-order-1359-975

When assessing child safety risks, schools may put in place screening requirements for staff, volunteers and visitors that exceed the requirements of the Worker Screening Act 2020 (Vic).

Validating your Working with Children Clearance

Cheltenham East Primary School will be collecting your name, Working with Children Clearance number, address or email address and phone number. This is so Cheltenham East Primary School can check and verify your suitability to be engaged in child-connected work on Cheltenham East Primary School or at an offsite location.

Your Working with Children Clearance number and expiry date will be entered into the Working with Children Check Status Tool on the Service Victoria website at: https://www.service.vic.gov.au/services/working-with-children-check-status-checker/home to check that it is valid when you arrive at the school.

When your information is entered into the Service Victoria website, it is accessible by the Social Services Regulator and the Department of Government Services. For more information, please see the Services Victoria Privacy Policy at: https://service.vic.gov.au/privacy-and-security.

Connecting your Working with Children Clearance to our school

Once your Working with Children Clearance has been validated, with your consent we may enter information into the Social Services Regulator's online tool. This tool is called Working with Children (WWC) Connect. WWC Connect helps the Social Services Regulator to:

- keep accurate records about where people with a Working with Children Clearance are working
- notify our school if a person's Working with Children Clearance status changes.

We will enter your Working with Children Clearance number, address or email address, phone number and the dates you started and stopped working for the school in WWC Connect.

This information is managed by the Social Services Regulator and Department of Government Services. For more information on how information managed in WWC Connect visit https://www.vic.gov.au/working-children-connect.

Your personal information may be shared with other government agencies or organisations where otherwise permitted by law.

Information provided by you that will be retained by the Department of Education will be restricted to those processing, administering, and involved with, your engagement with the school, staff that need to provide required technical assistance and also any staff that need to know in accordance with the Schools Privacy Policy.

How your information is handled

Your information will be handled in accordance with this Privacy Notice, Victorian privacy laws and Department of Education policies on privacy and records. For more information on how your personal information and records will be managed by the Department of Education please refer to the following:

- Schools Privacy Policy at https://www.vic.gov.au/schools-privacy-policy
- Records Management policy at https://www2.education.vic.gov.au/pal/records-management/policy.

For further information about this form, or to request access and correction of personal information, please email Cheltenham.east.ps@education.vic.gov.au.

For further information on how your personal information will be managed by the Department of Government Services and the Social Services Regulator please refer to the privacy notices below:

- Department of Government Services: https://www.vic.gov.au/privacy-policy-department-government-services
- Social Services Regulator: https://www.vic.gov.au/social-services-regulator-privacy

Consent

I consent for Cheltenham East Primary School to collect the following information.

Name (on your WWC Clearance)	
Address	
Phone Number	
Email Address	
WWCC Number	
WWCC Expiry date	

The school will use this information to connect my Working with Children Clearance to Cheltenham East Primary School using WWC Connect. This includes:

- my Working with Children Clearance details
- my name, address or email address and phone number
- the dates that I will be engaged by the school
- the dates that I started and stopped the work for which the school engaged me.

Name	
Signature	
Date	