POLICY TITLE: Working with Children Check Register Procedure

DATE DEVELOPED: October 2026

REVIEW DATE: October 2030

ENPS MISSION: We maximise the potential of all; empowering independence, excellence, innovation and engagement with the world.			
Critical Engagement with the World	Academic Excellence	Inclusive Learning Environment	Personal and Social Wellbeing

PURPOSE

To ensure compliance with the requirements of the *Worker Screening Act 2020* and with the Minimum Standards for school registration, including the Child Safe Standards, our school implements these procedures to ensure that we:

1. **Check –** Use the online WWC status checker to **check** the Working with Children Clearance status of
    - a contractor or volunteer engaged by the school for child-related work. This must be done before they start the child-related work
    - workers engaged by the school but paid by parents/carers to do child-related work (for example, an extracurricular music program). This must be done before they start the child-related work
    - school council members. This must be done before they start their role.
2. **Connect –** Use Working with Children Connect (WWC Connect) to notify the Social Services Regulator (SSR) when a person starts child-related work at our school.
3. **Record** – details in our local WWCC register (for non-employees) to ensure record-keeping requirements are met.
4. **Maintain –** the currency of the school's workers and volunteers WWC Connect records and local register for non-employees who are engaged in child-related work.

PEOPLE ENGAGED IN CHILD-RELATED WORK

Child-related work

Child-related work:

- involves an adult working with children (both paid and unpaid work) in a school, and
- usually involves direct contact with a child or children (physical, face-to-face, written, oral or electronic contact), and
- the contact with the child or children is a usual part of the person's duties (and is not occasional direct contact which is incidental to their work).

Our school engages people in child-related work either as:

- Employees (on central or local payroll, both using the department of Education's eduPay payroll system)
- Contractors (e.g. an instrumental music teacher, sports coach, director of a school production)
- Other workers engaged by the school but paid by parents/carers to do child-related work (for example, an extracurricular music program)
- Volunteers (e.g. parent/carer classroom helpers, excursions, events)

From 2026, all new school council members who have nominated for a role on school council, and all returning school council members who nominate for re-election/co-option after this date must provide a valid WWC Clearance (WWCC). The department requires that these details will be entered into the school's local register and reported to the SSR via WWC Connect, as volunteers.

Our school also organises for instrumental music instructors to offer music tuition to students with invoicing arrangements organised directly between the instructors and parents. These instructors are also engaged in child-related work and fall within the scope of this policy, with the school reporting WWCC details into WWC Connect for people in this category.

For visitors such as contractors who are working for third parties, (e.g. a company, labour hire etc), and for a person volunteering for another organisation (e.g. a charity), to perform child-related work, the responsibility to notify WWC Connect of onboarding, offboarding and other details, lies with the person's employer or the organisation engaging them.

Our school will still request a valid WWCC (or equivalent, e.g. VIT registration) for any person attending our school to engage in child-related work even when it is not the school's obligation to connect the worker via WWC Connect because they are engaged by a third party. These details will be recorded on a spreadsheet saved on our local network file.

VISITORS AND CHILD-CONNECTED WORK

There are many visitors that come to our school, who are not engaged by the school to perform child-related work, even though they may be onsite to perform work during a school day when children are present. This type of work is called 'child-connected' work.

Our school may ask visitors undertaking child-connected work to have a valid WWC clearance as a condition of entry. However, as these visitors are not engaged in child-related work, the school has no obligation to connect these people to our school as workers or volunteers via WWC Connect (for example, tradespeople, auditors, guests for meetings with staff, service providers not working with children).

Our school will follow our usual sign-in process using our Compass Kiosk for visitors of this nature but does not need to follow the steps in this procedure to notify WWC Connect of onboarding or offboarding of visitors who are not engaged by the school to perform child-related work. Our school may choose to notify the SSR through WWC Connect about anyone doing child-connected work. If we choose to do this, we will seek the consent of these visitors to do so.

RECORD-KEEPING PROCEDURES FOR UPDATING REGISTERS AND REPORTING

Employees – eduPay

Schools must use eduPay to record the VIT and WWCC details for all staff. For all employees, our Human Resources Manager and Administration Team must follow department processes in the Recruitment in Schools Guide and other HR guides for onboarding and offboarding employees in eduPay (for both central payroll and school local payroll employees).

This will ensure that our school meets its obligations to validate WWCCs and notify WWC Connect of onboarding, offboarding and staff details. EduPay:

- is the system of record for all employment in government schools – no other payroll systems can be used
- information will be used by the department to notify WWC Connect of required details via centralised reporting every 7 days
- verifies and monitors VIT registration and WWCC status through a daily, centralised, automated process. Our school will be informed by the department of any change to a person's VIT registration or WWCC status that requires action, for any person on eduPay. The department will advise the school on appropriate actions (e.g. suspension) until the employee provides a valid WWCC or VIT registration.

Employees – procedures for recording VIT and WWCC details in eduPay

Our school conducts child safety screening checks before making an offer of employment as set out in department policy: Recruitment in Schools: Suitability for child connected work.

All employees at our school employed to undertake teaching duties must be registered with the VIT. This includes Casual Relief Teachers (CRTs). All other employees must have a current WWCC.

If a staff member with VIT registration is working in a non-teaching role, for example as an education support staff member, they can rely on their VIT registration instead of a WWCC. Our school must enter the person's VIT registration details into eduPay so that these details are reported automatically to WWC Connect.

Before a new employee commences, our our Human Resources Manager and/or Administration Team will:

1. Validate employee WWCC details using the WWC status checker (noting that for VIT registration, eduPay automatically validates at the time of entering into eduPay).
2. Follow department procedures to enter VIT registration and WWCC details into eduPay as set out in the *Update Victorian Institute of Teaching and Working With Children Check card details* quick reference guide.
3. Ensure that WWCC/VIT number and surname details on the card are an exact match in eduPay.

Using eduPay ensures that our school meets its obligations to connect all our department (centrally employed) employees through to WWC Connect automatically.

For any **school council employees** on eduPay (School Local Payroll), the department will generate a report every 7 days and provide it to our school via a new page in eduPay. If there are any changes to report in relation to our school council staff, the Principal or Business Management Team will:

- check for the report in eduPay
- upload the report directly through the school's WWC Connect account.

Employees – procedure for maintaining VIT and WWCC details in eduPay
Once an employee's details are entered into eduPay at onboarding, our school will:

1. remind staff annually to review and update their eduPay personal information, to ensure that eduPay remains an accurate system of record
2. review and act on any notification from the department about any change to an employee's WWCC status, including asking staff to update personal information on eduPay, as required
3. regularly check the VIT and WWCC insights portal on the eduPay dashboard to check if any VIT registrations or WWC Clearances are nearing their expiry dates and communicate this to employees. This will help reduce the chance of any employees being unable to undertake child-related work.

Volunteers and contractors – local school register
For all others (not on eduPay) who are engaged by the school in child-related work, i.e. volunteers and contractors who are working directly with children, our school must keep a local register of their details and connect these people through WWC Connect to our school. This ensures that if a person's WWCC becomes invalid, the school will be notified by the SSR immediately.

The procedures below set out how staff will ensure the local register is maintained and obligations to notify the SSR through WWC Connect are met. For more information, staff should refer to the department's policy which our school must follow: Working with Children Checks and other Suitability Checks for School Volunteers and Visitors.

Volunteers (including school council members) and contractors – procedures for local register and notifying WWC Connect
All volunteers, contractors or other workers (not on eduPay) who are engaged by our school in child-related work, plus all new or returning school council members, are required to provide evidence of a current WWCC at least 3 working days before the commencement of any volunteering or work. This is to allow adequate time for processing by our office staff. All prescribed procedures must be followed accordingly and failure to do so will result in the volunteer, contractor, other worker (not on eduPay) or new or returning school council members being prohibited from participating in child-related work.

Our school our Human Resources Manager and/or Administration Team will:

1. **Check –** the person's Working with Children Clearance using the WWC status checker and keep a record in our local register of the date this check was undertaken.
2. **Connect –** log into WWC Connect via the school's Service Victoria account to connect people engaged in child-related work to our school. We must notify the SSR of the required information within 7 days for workers/contractors and 21 days for volunteers through WWC Connect, at onboarding, offboarding or when a person's contact details change.

3. **Record –** Our local register will record the following details, most of which must be reported to the SSR:
   - name
   - address
   - phone number
   - email address
   - clearance type (WWCC number or VIT registration)
   - WWCC (or VIT) number and expiry date
   - date WWCC initially verified (before onboarding)
   - date that onboarding was recorded in WWC Connect
   - date that offboarding was recorded in WWC Connect.
4. **Maintain –** the currency of our local WWCC register of all volunteers and contractors who are engaged in child-related work at the school, and all individuals who nominate as a new or returning school council member. This means updating the register within 7 days of onboarding, offboarding or a change of details for workers (non-employees) and within 21 days for volunteers. In maintaining the register, including the dates of notification to the SSR through WWC Connect, schools will be prompted to make notifications as required.
   Our local WWCC register will also be reviewed annually in line with our annual Occupational Health and Safety requirements.

Our school will receive a notification from the SSR if a person's WWCC becomes invalid. That person will not be allowed to engage in child-related work (or remain a member of school council) at our school until they can provide evidence of a valid WWCC.

RELATED POLICIES AND RESOURCES

Essendon North Primary School policies:

- Child Safety Policy
- Child Safety Code of Conduct
- Visitors Policy
- Volunteers Policy

Department policies:

- Child Safe Standards
- Contractor OHS Management
- Recruitment in Schools
- School Council – Composition, Eligibility and Office Bearers
- School Council – Powers and Functions
- Visitors in Schools
- Volunteers in Schools
- Working with Children Checks and other Suitability Checks for School Volunteers and Visitors

HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy please contact Essendon North Primary School on (03) 9379 3979.

PROCEDURE REVIEW AND APPROVAL

Procedures last reviewed	October 2026
Approved by	Principal
Next scheduled review date	October 2030