



Procedure to Maintain the Working With Children Register Policy

PURPOSE

To ensure compliance with the requirements of the *Worker Screening Act 2020*, Portland Secondary College (Must Street and Victoria Parade Campuses) maintains registers of all staff and volunteers' Working with Children (WWC) Clearance details. The register includes each staff member or volunteer's:

- name
- clearance number
- expiry date

This procedure outlines how our school maintains this register.

PROCEDURE

For staff, our school maintains the WWC register in eduPay. Staff have a responsibility to ensure that they have up-to-date WWC clearance or Victorian Institute of Teaching registration information entered into eduPay in line with the [Update Victorian Institute of Teaching and Working With Children Check card details](#) quick reference guide.

For volunteers, our school maintains the WWC register in the [WWC Status Checker](#) saved on our local network file.

Any employee or volunteer who does not have a current satisfactory Working with Children clearance will be removed from their duties until such time as they provide satisfactory evidence of their clearance.

Teachers registered with the Victorian Institute of Teaching (VIT) are exempt from holding a Working with Children clearance, unless they've been given a Negative Notice. This is because registration with VIT is only granted to people who are appropriately qualified and assessed by VIT as 'suitable to teach'. More information, including notification requirements for volunteers, is available on the [Working with Children website](#).

Adding new volunteers to the register

Upon appointment of a new volunteer the Operations Manager is responsible for ensuring the school's Volunteer policy is being followed, including child safety reference checks and collection of WWC clearance information, where required, as outlined below:

1. Record the relevant clearance details in the [WWC Status Checker](#), entering the volunteer's first name in the personnel number column
2. Click "Start status check" to ensure the information provided is valid
3. Request that the volunteer access their [MyCheck account](#), updating their details to include the name of the school
4. Retain a copy of the letter of confirmation provided by the Department of Justice and Community Safety, along with the child safety reference check, in the volunteer's file.



Portland Secondary College

Creating the Opportunities...

Ongoing maintenance of the volunteer register

1. At the beginning of each term the Operations Manager accesses the [WWC Status Checker](#) noting where clearances expire during the term.
2. Where the check is expiring during the term the Operations Manager will contact each volunteer reminding them that the check is due to expire and requesting updated information once it has been renewed
3. When the updated information is provided the information is entered into the [WWC Status Checker](#) and by clicking "Start status check" to ensure the information provided is valid

Ensuring staff have valid WWC clearance information

Upon engagement of a new staff member the HR Administrator will access eduPay to check that valid WWC clearance information has been entered by the staff member.

At the beginning of each term the HR Administrator will check eduPay for any clearances expiring that term. Where the check is expiring during the term the Hr Administrator will contact the staff member reminding them that the check is due to expire and requesting updated information be entered into eduPay.

RELATED POLICIES AND RESOURCES

Our school policies and documents can be found at portlandsc.vic.edu.au/our-school/policies/

Relevant Policies and documents:

- Visitors Policy
- Statement of Values and School Philosophy
- Volunteers Policy
- Child Safety and Wellbeing Policy
- Child Safety Code of Conduct

DEPARTMENT POLICIES

- [Child Safe Standards](#)
- [Visitors in Schools](#)
- [Contractor OHS Management](#)

REVIEW CYCLE

DATE	VERSION	APPROVED BY	NEXT REVIEW
March 2026	3	Principal	Feb 2028