



BENTON JUNIOR COLLEGE

PROCEDURE TO MAINTAIN THE WORKING WITH CHILDREN REGISTER



Help for non-English speakers

If you need help to understand the information in this policy please contact the school office on phone 5973 9100.

PURPOSE

To ensure compliance with the requirements of the *Worker Screening Act 2020*, Benton Junior College 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 using SAMS4Schools and also 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 school's office administration 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 SAMS4Schools, entering the volunteer's first name, surname and clearance number
2. Sam4Schools monitors the status checker to ensure the information provided is valid
3. Scan a copy of the letter of confirmation provided by the Department of Justice and Community Safety, along with the child safety reference check, to be saved in our local network file

Ongoing maintenance of the volunteer register

1. Sam4Schools monitors the status checker and then notifies office administration of expired WWCC
2. Where the check has expired Sam4Schools sends the office administrator an email informing them of the expired card and will then contact each volunteer reminding them that the check has expired and requesting updated information once it has been renewed
3. When the updated information is provided the information is entered into Sam4Schools where it will be checked and monitored

Ensuring staff have valid WWC clearance information

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

At the beginning of each term the Business Manager will check eduPay for any clearances expiring that term. Where the check is expiring during the term the business manager 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

Benton Junior College policies:

- Visitors Policy
- Statement of Values
- Volunteers Policy
- Child Safety policy
- Child Safety Code of Conduct

Department policies:

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

REVIEW AND APPROVAL

Policy last reviewed	22.6.2022
Approved by	Principal and Business Manager
Next scheduled review date	22.6.2026