



# Rosehill Secondary College

## Procedures for the Management of Working with Children Checks

### PURPOSE

To ensure compliance with the requirements of the Minimum Standards for school registration, including the Child Safe Standards, Rosehill Secondary College 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
- date the check was last verified

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 Rosehill Secondary College 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 Rosehill Secondary College 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 our WWCC Register.

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 common drive determined by the principal.

#### Adding Home Stay family members, volunteers and visitors to the WWCC Register

Rosehill Secondary College administrative staff are responsible for sighting, verifying and recording WWCC information for any new employee, Home Stay family members (over 18 years), volunteer or visitor (where applicable), under the following process:

1. Record the relevant WWC clearance details in the WWCC register
2. [Ensure the WWCC card type is correct \(Employee or Volunteer\)](#)
3. Verify the WWCC;
  - If checking the status of multiple WWCCs, copy the last name and card number into the [sample CSV file from the Service Victoria website](#), submit to the online [Working With Children Status Checker](#) and wait for an email with the results of the status check

- If checking the status of a single WWCC enter the last name and card number into the online [Working With Children Status Checker](#)
  - If checking the status of a Digital Working with Children Check, use the Service Victoria app on a mobile device to scan the QR code on the digital card. Get the Service Victoria app [from Google Play](#) or the [App Store](#)
4. Record the date the WWCC was verified on the WWCC register and copy paste the status check message or expiry date provided by Service Victoria into the WWCC register.
  5. Request that the employee, , Home Stay family members, volunteer (or visitor if engaged to work at the school on a regular basis) access their [MyCheck account](#) to update their details to include the name of the school
  6. Save the WWCC register in our local network file.
  7. 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**

1. Each visit when the volunteer/visitor attends the school, the administration staff will copy the last name and card numbers of all entries in the WWCC register into the [sample CSV file from the Service Victoria website](#), submit to the online [Working With Children Status Checker](#) and wait for an email with the results of the status check, 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) the administration 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 a member of administration staff will note where clearances are due to expire during the year
4. Where the check is expiring during the year a member of the administration 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 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 and our school will be informed by the Department of any change to VIT registration status that requires action.

WWC clearances entered into eduPay will be verified and monitored through a centralised process between the Department of Government Services and the Department of Education and our school will be informed by Working with Children Check Victoria of any change to WWCC status that requires action.

## RELATED POLICIES AND RESOURCES

Rosehill Secondary College 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](#)

Resources:

- [Do I need check?](#)

## PROCEDURE REVIEW AND APPROVAL

Procedures last reviewed	March 2026
Approved by	Principal – April 2026
Next scheduled review date	November 2029

## Working With Children Suitability Check Flowchart for Schools

**Is the person working or volunteering at the school or in a school activity when children are present or reasonably expected to be present (online or face-to-face)?**

**Yes**

**No**

**The contact with a child is indirect and occasional or incidental to the work performed**

For example: fete/fundraising activities, tradespeople, working bee, parents and friends clubs, etc.

This is **child-connected work** defined as:

- work authorised by the school and performed by an adult in a school environment (including online and offsite school activities, such as school camps) while children are present or reasonably expected to be present.

**It is the responsibility of the principal to determine if a Working with Children Clearance is required, considering the child safety risks relevant to the person's role.**

In assessing what suitability checks should be undertaken, schools must consider the child safety risks relevant to the volunteer or visitor's role and the school's visitors and/or volunteers policy.

For further information see the [Working with Children Checks and other Suitability Checks for School Volunteers and Visitors Policy](#)

**The contact usually involves direct work with a child (face to face or online)**

**Examples of child-related work activities**

- Attendant care
- School camps
- Excursions (including swimming)
- Literacy and numeracy support
- Homework clubs, breakfast clubs, lunch clubs, leadership or cultural workshops and other student support activities
- Distance education
- an Early Childhood Education and Care service on school grounds (e.g. kinder or playgroup)

**Examples of child-related work roles**

- Classroom or library assistant
- Sporting, musical or other extracurricular coaches
- Canteen and uniform shop assistant
- Allied health or NDIS therapists
- Department staff who are working with children
- Special Religious Instruction instructors
- Chaplains
- School camp or excursion support
- Mentors and guides from partner organisations
- Volunteering in the classroom (in any capacity)

This is **child-related work** defined as work that:

- involves an adult working with children under 18 years old (both paid and unpaid work)
- usually involves direct contact with a child or children, including 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.

**Working with Children Clearance are legally required for child-related work unless an exemption applies**

Schools must **also** consider the child safety risks relevant to the volunteer or visitor's role in assessing what **other** suitability checks should be undertaken.

A Working With Children Clearance is not legally required but the school should consider the child safety risks and any other suitability checks relevant to the volunteer or visitor's role (e.g. qualifications, identity, criminal record check if working with finances etc) and the school's visitors and/or volunteers policy.

**Is the person exempt from a Working with Children Clearance?**

**A person is exempt from needing a Working with Children Clearance if they are any one of the following:**

- a registered teacher in Victoria
- a parent volunteering in an activity with their child under the age of 18
- a student who is 18 or 19 years old volunteering or on placement, organised by an educational institution
- closely related to all the children they are undertaking the activity with
- a Victoria Police or Australian Federal Police officer

**Even if a person is legally exempt** they may still be required to get a Working with Children Clearance if the school requires it as part of their Visitors Policy or Volunteers Policy.

This ensures that volunteers and visitors are adequately screened, considering the child safety risks relevant to the person's role.

The department **recommends that schools require anyone who volunteers regularly or who assists with excursions, camps or similar events** obtain a Working with Children Clearance given the contact volunteers may have with other students in these situations.