

GREATER SHEPPARTON SECONDARY COLLEGE

WORKING WITH CHILDRENS CHECK LIST MANAGEMENT PROCEDURE

Approval Date:	28 July 2022	Approved by:	Executive Principal
Review Cycle:	One (1) year	Next Review Date:	July 2023
Responsible for Review:	OHS Coordinator	Initial Endorsement Date:	March 2019

PURPOSE

To provide clear instructions on how to collect, store and maintain information associated with the Working With Children Check. It is important that a register is maintained accurately for the safety and wellbeing of the school community.

COLLECTING WORKING WITH CHILDREN CHECK INFORMATION

The following steps must be taken when collecting With Children Check information from staff of Greater Shepparton Secondary College:

- The WWCC card is to be sighted and a copy taken, along with all relevant paperwork, prior to commencement of employment of personnel at Greater Shepparton Secondary College.
- Greater Shepparton Secondary College will make two copies of the WWCC.
- The WWCC details are to be entered in eduPay for both DET and Local School Council employees
- An electronic from will be kept in the Administrative files.
- A hard copy of the file will be kept in the Administration.
- Copies will be placed on the staff files.
- If an employee or volunteer has applied for a card, pending approval the receipt should be presented as evidence prior to commencement of employment

Notes:

- A parent or immediate relative, who volunteers at their child's school as part of an activity that their child is participating in, is not required by law to have a WWCC.
- The principal has the discretion to verify the suitability of volunteers and visitors to the school, and may decide to require a parent to have a WWCC depending on the activities and nature of the volunteer work performed.

MAINTAINING A REGISTER OF WORKING WITH CHILDREN CHECK INFORMATION

The following steps must be taken when creating and managing a register of With Children Check information collected from staff of Greater Shepparton Secondary College:

- A data base containing the following information will be saved on our staff shared drive:
 - Staff Full Name
 - WWC ID Number
 - Date received
 - Expiry date
- Office staff - to set up and maintain the database
- List of employed and volunteers with WWC checks to be ratified by School Council at the May meeting of each year.
- At the start of the school year the list will be reviewed and updated.
- The list will be updated during the year with new applications.
- This process to be evaluated by the Principal and office staff every 12 months

RELATED POLICIES AND RESOURCES

- Greater Shepparton Secondary College Working with Children Check Policy
- Child Safe Standards Policy
- [Working With Children Amendment Act 2016 No. 72](#)
- [Working With Children Act 2005](#)
- [DET PROTECT portal](#)
- [Parent Participation At Schools](#)
- [Working with Children – Toolkit for Organisations](#)
- workingwithchildren.vic.gov.au for online applications
- <http://www.workingwithchildren.vic.gov.au/toolkit/toolkit+for+organisations>