



# Working with Children Check Register – Procedures for maintaining register

*This form has been approved by the Melbourne Archdiocese Catholic Schools (MACS) Board for application in each MACS school and must be customised for use in each particular school in accordance with the instructions outlined in this Framework.*

St Clement of Rome Catholic Primary is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS), where formation and education are based on the principles of Catholic doctrine, and where the teachers are outstanding in true doctrine and uprightness of life.

## Procedures for maintaining the WWCC register in the school

The Office Manager at St Clement of Rome Catholic Primary must develop and maintain up-to-date electronic Working with Children Check (WWCC) and Victorian Institute of Teaching (VIT) registers for teachers, contractors, clergy, other staff and volunteers. Those who are exempt from a WWCC are included in this register with appropriate notation.

* All persons over 18 engaged as workers, be they employees, contractors or volunteers (which includes clergy, other religious and Board members) associated with the schoolare required to possess a WWCC unless they are deliberately excluded.
* Those **deliberately excluded** are:

1. Those with a statutory exclusion in all circumstances, ie those with VIT registration, sworn police not under suspension, those under 18 years of age, and visitors.
2. An 18 or 19 year old student volunteer where the volunteer work is at or has been organised by their educational institution.
3. Those departing from the workplace prior to the expiration of the lodgement window.
4. At the discretion of the employer and applied in a common sense manner with a focus on risk:
   1. Those who have applied for a WWCC but have yet to receive a Notice.
   2. Those working for organisations using the school facilities and those working on the school site engaged by other contractors
   3. Those undertaking other categories of work that do not involve children, for no more than 5 working days (or part thereof) in a calendar year.
   4. A volunteer with an exemption under the Act engaged in work that involves children for no more than 5 working days (or part thereof) in a calendar year.

* Responsibility for obtaining a Working with Children Check (WWCC) resides with the individual. Applications are made at participating Australia Post outlets. The school will reimburse the cost of obtaining a WWWC.
* Individuals are responsible for renewal of their WWCCs every five years.
* The Principal will inform workers who needs to have a WWCC, will set up a register and, after sighting the WWCC or application receipt, record names, WWCC numbers and expiry dates.

Recruitment, selection and appointment processes for staff and volunteers require submission of evidence and active assurance of VIT registration or a valid WWCC prior to appointment to child-related work or volunteer activities.

The VIT and Working with Children Check Victoria websites are checked each year to ensure all registrations and WWCCs continue to be current. This will be undertaken by the Business or Office Manager.

For all non-teaching staff, a WWCC register is established that records their details and a copy of a valid card. The Office Manager will check the currency of all WWCCs for non-teaching staff and alert these staff members of the need for renewal prior to the expiry of their card.

Each year, all staff are made aware of the procedures at St Clement of Rome Catholic Primary for volunteers, contractors and other persons, including the need for prior approval of such work by the designated member of the school’s leadership team.