



Flemington Primary School

Procedure to maintain the Working with Children Register

PURPOSE

To ensure compliance with the requirements of the Minimum Standards for school registration, including the Child Safe Standards, Flemington Primary School 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 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 Flemington Primary School employed to undertake teaching duties must be registered with the VIT. This includes Casual Relief Teachers (CRTs). Employee with VIT registration do **not** also require a WWCC.

All employees of Flemington Primary School employed as education support employee 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 employee 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 employee 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 on our Passtab system.

For any employee, volunteer, visitor signing in on Passtab a live check will be performed. If there is an issue with the card registration, the school will receive an email simultaneously and they will then 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 the Flemington Primary School PasTab system.

<https://flemingtonps.passtab.com/>

Adding new employee, volunteers and visitors to the WWCC Register

Flemington Primary School administration staff are responsible for sighting, verifying and recording WWCC information for any new employee, volunteer, contractor or visitor (where applicable), under the following process:

1. New employees/Visitors/Volunteers are required to sign in to the PasTab system upon entry to the school and a live check will be performed
2. New contractors are required to present their WWCC to the PasTab system which takes a photograph of the

Card upon first induction and yearly thereafter.

3. The Passtab system will ensure a WWCC card is:
 - Requested from every visitor that requires one
 - Not requested from people who do not (Any person who does not have a WWCC will be supervised at all times whilst on school premises)
4. PassTab will perform a live verification on the Working with Children Check database, every visit when the visitors/volunteers and contractors sign in
5. Visitor/Volunteer details are stored on a person's Quickpin for easy checking on regular visits
6. Visitor/Volunteer details are available in auditable reports within PassTab
7. The Business Manager will enter VIT or WWCC details into EduPay for all new school employees and the school administration will create a Quickpin on Passtab for any new VIT or WWCC employees so that a live check can be performed on the first day of attendance.

Ongoing maintenance of the WWCC Register

1. At the beginning of each school year the school administration 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 (e.g. expired, suspension or revocation of clearance) the school administration 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. The principal may decide to allow the person to continue duties, where their WWCC has expired and their application for another WWCC has been submitted but has not been decided, provided the principal has no reason to believe that the person has received a past WWCC exclusion notice under Victorian law or any other corresponding working with children law.
3. Where the check is expiring during the year the school administration will contact the WWCC holder via a Passtab email generation to remind them that their WWCC is due to expire and to request updated information once it has been renewed. As a back up, the school administration can also do a live check if the volunteer/visitor/contractor has not visited and signed in on the Passtab system and this which will show if the card has been renewed and will concurrently update the register within the Passtab system.
4. 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 school 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 employee, and that valid and current VIT registration or WWCC information (as applicable) has been entered into eduPay by the employee 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 of Education and our school will be informed by the Department of any change to VIT registration status that requires action.

RELATED POLICIES AND RESOURCES

Flemington Primary School policies:

- Visitors Policy
- Statement of Values
- Volunteers Policy
- Child Safety 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](#)

REVIEW AND APPROVAL

Procedure last reviewed	January 2026
Approved by	Principal
Next scheduled review date	January 2030 – noting 4-year review cycle