

# Working with Children Check Register – Procedures for maintaining register



MacKillop College 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 College

The Principal or delegate at MacKillop College 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.

### WWC Check documentation

It is the responsibility of the Principal, or delegate, to verify the status of all College staff and non-parent volunteers' WWC clearances.

In line with the College's risk-based approach to child safety and protection, where volunteers are volunteering at large off-site activities, such as overnight excursions or camps, the College requires that these volunteers hold a valid WWC clearance as a matter of best practice.

MacKillop College maintains records (electronic or hard copy format) of child-related workers including:

- full name
- WWC Check Card Number
- date and outcome of WWC clearance
- notices sent by the Department of Justice
- expiry date.

### Records of Teacher Registration and VIT Notification

Under our Teachers' Requirements Policy, MacKillop College maintains a register of the registration status of all teachers at the College. That register includes a record of the date and type of any notifications made to the Victorian Institute of Teaching (VIT) by the College about a registered teacher pursuant to Conduct that is Reportable to the Victorian Institute of Teaching.

It is the responsibility of the Principal, or delegate, to ensure that the register of teachers is up to date with relevant notifications.

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 Principal or delegate.

For all non-teaching staff, a WWCC register is established that records their details and a copy of a valid card. The Principal or delegate 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 MacKillop College for volunteers, contractors and other persons, including the need for prior approval of such work by the designated member of the College's leadership team.