In order to comply with DEECD standards and requirements the following Registers are kept in relation to training, qualification and suitability of employment to undertake certain duties:

1. **Register of all staff**
   
   A hard copy of all Teaching and Education Support Staff is kept in a secure location with other staff registers and personnel files.

2. **Victorian Institute of Teaching Registration**
   
   Current registration is required by all Teacher and Principal Class members, including Casual Relief Teachers.

   It is the responsibility of the Human Resources Coordinator to ensure prior to employment, that all prospective new employees are compliant with VIT registration.

   It is the responsibility of each teacher and principal class member to ensure that their registration is current. This information can be accessed by visiting MyVIT at:

   [http://www.vit.edu.au](http://www.vit.edu.au)

   Any teacher for principal class member whose registration lapses or is suspended will be removed from their duties.

   Provisionally registered teachers must meet the VIT requirements to gain Full Registration within the time frame set out by the VIT.

3. **Working with Children Check**

   **Preamble**

   The Working with Children [WWC] Check aims to assist in protecting children from sexual or physical harm. It is designed to complement good selection, supervision and training practices [including rigorous reference checking].

   The intent of this procedure is to outline which positions at Dandenong High School require a WWC check and the process to be followed.

   This procedure applies to all positions at Dandenong High School including volunteer, honorary, consultant and contractor positions. Any reference to ‘candidates’ also extends to staff currently occupying a position.

   **Definitions**

   - Child: a person who is under the age of 18 years
   - Student: any child who is enrolled at Dandenong High School

   A current satisfactory Working with Children Check E [employment] is required by all Education Support Staff, including Casual ES staff and any workers based at Dandenong High School [even if not employed by Dandenong High School such as school nurse, chaplain, canteen workers]. A current satisfactory Working with Children Check V[volunteer] is required by all volunteers.

   It is the responsibility of the Human Resources Coordinator to ensure prior to employment that any prospective new employees are compliant with their WWC Check. [Note if a person is registered with the VIT, this replaces the requirement for a WWC Check].

   WWC Checks are valid for 5 years from the date of issue. It is the responsibility of each ES staff member, and other workers and volunteers to ensure that their registration is current. This information can be accessed by visiting: [https://online.justice.vic.gov.au/wwccu](https://online.justice.vic.gov.au/wwccu)
Eight weeks prior to the WWC Check expiring, a pre-populated renewal application form will be sent to the cardholder.

Any worker or volunteer who does not have a current satisfactory Working with Children Check will be removed from their duties.

The school maintains a Register of WWC Check for ES staff employed centrally or locally. The Human Resources Coordinator is responsible for maintaining this. It indicates the date when the WWC Check was issued.

The original WWC Check is placed in a folder of WWC Checks. This folder plus a hardcopy of the WWC Check Register is kept in a secure location with other staff registers and personnel files.

What is the WWC Check?
The WWC Check verifies a person’s history to make sure they do not have any relevant criminal offences or findings from professional disciplinary bodies. The WWC Check is valid for 5 years [unless revoked]. During this time the cardholder continues to be checked for new relevant offences or findings. The WWC Check is administered by the Department of Justice.

When is a WWC Check required?
A WWC Check is required for positions that meet all of the following criteria:

- Involve contact with children in connection with Dandenong High School
- The contact happens on a regular [everyday] basis
- Involve direct contact with children and this contact is not directly supervised and
- The position does not qualify for an exemption as listed under the Act

What is the application process?
The candidate must complete a Working with Children Check application form. The forms are available online or at Australia Post outlets in Victoria.

Under the section marked ‘Details of Organisation’, candidates should ensure they state Dandenong High School.

If the applicant passes the check they will be sent a successful Assessment Notice, followed by a WWC check card 2-3 weeks later.

Further information about the application process is available on the Department of Justice webpage.

What if the applicant does not pass the check?
If the applicant does not pass the check they will be given an Interim Negative Notice. The applicant can then make a submission to the Department of Justice to explain why they believe they should pass. If this submission is not successful, the applicant will be issued with a Negative Notice. This means they have failed the WWC Check and cannot undertake ‘child-related work’ or work in Dandenong High School.

When can the candidate commence?
Commencement in Dandenong High School is conditional upon receipt of a successful Assessment Notice or WWC check card. Any queries should be directed to the Principal.

Who pays for the WWC Check?
Candidates who are required to undergo a WWC check as a condition of working in Dandenong High School will not be able to receive reimbursement for the cost from Dandenong High School.

Responsibilities
Dandenong High School must:

- Identify all staff who require a Working with Children check
- Ensure existing staff and volunteers are informed of the requirement to undergo the Check
Ensure prospective staff and volunteers have passed a WWC Check before commencement
Check the card’s validity on the Department of Justice webpage
Have a photocopy of the WWC card and with details updated on the school register [if individual is a staff member, copy to be kept on the staff member’s personnel file]
Ensure suitable monitoring procedures are in place to ensure staff members hold a valid WWC Check card at all times

The staff member or volunteer must:

- Provide the successful WWC check card prior to commencement at Dandenong High School
- Notify the office if there has been a relevant change in circumstances, for example, if they have been charged or found guilty of a new relevant offence
- Apply for a new WWC check before their card expires

FAQs

What is the difference between a WWC check and a police records check?

A police records check gives information about a person’s past criminal record and is only valid at the time of issue. The WWC check is valid for 5 years [unless revoked]. During this time, cardholders continue to be checked for new relevant offences or disciplinary findings from professional bodies such as the Victorian Institute of Teaching. In addition, not all criminal offences are relevant to the WWC check. Broadly, the WWC check considers serious sexual and violent drug offences.

A staff member or volunteer is required to undertake a WWC check even if they have already completed a police records check.

Related Procedures

- Police Records Check Procedure

Related Documents

- Working With Children Act 2005 [Vic]

Further information is available from the Department of Justice Working with Children webpage or the Working with Children line on 1300 652 879.

School Register

Dandenong High School will take a copy of each WWC check and it will be filed in the office.

The register will be placed on the Admin network.

4. First Aid Qualifications

Only staff sufficiently trained under the OHS Act 2004 and DEECD First Aid Policy will be placed on the First Aid roster.

The school maintains a Register of First Aid qualifications for staff employed centrally or locally. The First Aid Coordinator is responsible for maintaining this. It indicates the expiry date and the level of attainment for

- CPR [12 months]
- First Aid training
- Anaphylaxis training

The First Aid Coordinator will check the currency of First Aid qualifications at the beginning of each semester when the First Aid roster is being compiled.
Staff whose First Aid qualifications will expire in the next semester are notified of this. A hardcopy of the First Aid Register is to be kept in a secure location with other staff registers and personnel files. A copy of all First Aid qualifications is placed in the staff member’s personnel file.

5. **Occupational Health & Safety competencies, including**
   - OHS training
   - Mandatory reporting
   - Workplace Harassment training

A spreadsheet of OHS Competencies is maintained by the RTO Coordinator to track staff who are competent in this areas.

*OHS Competencies Register*

A hardcopy of the OHS Competency spreadsheet is kept in a secure location with other staff registers and personnel files.

6. **Staff Register**

The school is required to collect and maintain a register of staff personal details including:

- Name
- Address
- Date of birth
- Home phone
- Mobile phone
- Car registration
- Emergency contacts details

This documentation is to be updated annually and staff are expected to inform the school immediately of any changes to their personal details.

**SCHOOL COUNCIL ENDORSEMENT DATE:** 1st APRIL 2014
## APPENDIX A

### WORKING WITH CHILDREN CHECK

<table>
<thead>
<tr>
<th>Standard</th>
<th>Authority</th>
<th>Compliance Check Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominate person to manage and review the registers pertaining to staff data and personal details</td>
<td>Principal, Business/HR Managers</td>
<td>At beginning and cessation of employment, Review week 7 each term</td>
</tr>
<tr>
<td>Regularly review the information to be collected, how it is used and with whom it is shared Privacy policy</td>
<td>Principal, Policy statements</td>
<td>Review week 6 of each term or as needed</td>
</tr>
<tr>
<td>Review school’s data security arrangements</td>
<td>Principal</td>
<td>Review quarterly</td>
</tr>
<tr>
<td>Ensure all staff, contractors and volunteers are aware and compliant with policies</td>
<td>Principal class</td>
<td>Review quarterly the use of the Communication Plan</td>
</tr>
<tr>
<td>Ensure prior to employment compliance with WWC Check, and/or VIT registration</td>
<td>Principal class</td>
<td>At beginning of employment, Review week 7 each term</td>
</tr>
<tr>
<td>Comply with the provision of first aid resources and facilities, and sufficiently trained staff under the OHS Act 2004 and DEECD First Aid Policy</td>
<td>Principal class</td>
<td>Review at the beginning of each term or as needed</td>
</tr>
<tr>
<td>Maintain a register that identifies staff</td>
<td>Principal class, Business/HR Manager</td>
<td>At beginning of employment, Review at the beginning of year and week 7 of each term or as needed</td>
</tr>
<tr>
<td>• Name</td>
<td></td>
<td></td>
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<tr>
<td>• VIT or WWC number and expiry date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• First Aid qualifications [level and expiry date]</td>
<td></td>
<td></td>
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<tr>
<td>• CPR, certification and renewal dates [12 months]</td>
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<td></td>
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<tr>
<td>• Anaphylaxis training [6 months]</td>
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<td>• Mandatory reporting</td>
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<td>• Workplace Harassment training</td>
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<tr>
<td>• Bus licence</td>
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<tr>
<td>• OHS training</td>
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