



# **WORKING WITH CHILDREN CLEARANCE REGISTER PROCEDURE USING PASSTAB**

## **1. PURPOSE**

- 1.1. To ensure compliance with the requirements of the Minimum Standards for school registration, including the Child Safe Standards, the Victorian College of the Arts Secondary School (VCASS) 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:

- a) first and last name
  - b) card number
  - c) expiry date
  - d) date check was last verified
  - e) WWCC type
- 1.2. 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.

## **2. PROCEDURE**

### **VIT registration and WWCC requirements**

- 2.1. All employees of VCASS employed to undertake teaching duties must be registered with the VIT. This includes Casual Relief Teachers (CRTs). Employees with VIT registration do **not** also require a WWCC.
- 2.2. All employees of VCASS employed as education support employees or in roles that are non-teaching roles must have a current WWCC (unless they have VIT registration).
- 2.3. Employee VIT registration and WWCC details must be recorded in eduPay. Procedures for employees 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.
- 2.4. All volunteers and visitors (including contractors or employees 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.
- 2.5. Volunteer and visitor WWCC details will be recorded in our WWCC Register.
- 2.6. Any employee, volunteer or visitor who does not have a current satisfactory WWCC or VIT registration where required under this procedure, will be removed from their duties until such time as they provide satisfactory evidence of their clearance.

## WWCC Register

- 2.7. Our school maintains the WWCC Register in the VCASS PassTab system - <https://vcass.passtab.com/>
- 2.8. When visiting our school visitors and volunteers are required to enter their WWCC or exemption details into the system and the clearance or VIT registration is verified live by the system. Visitors and volunteers without a valid check or exemption will not be permitted to sign in and will be removed from their duties until such time as they provide satisfactory evidence of their clearance.

## Ongoing maintenance of the WWCC Register

- 2.9. At the beginning of each school year the school's reception staff 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. The status check will be provided to the Business Manager.
- 2.10. Where a person's WWCC status has changed to indicate a concern (e.g. expired, suspension or revocation of clearance) the Business Manager 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 or evidence that they have applied for a check as per the Department's [Working with Children Checks and other Suitability Checks for School Volunteers and Visitors guidance](#).
- 2.11. At the same time as running the check the reception staff will note where clearances are due to expire during the year.
- 2.12. Where the check is expiring during the year the Business Manager will contact the WWCC holder to remind them that their WWCC is due to expire and to request updated information once it has been renewed.
- 2.13. 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

- 2.14. Upon engagement of a new employee the 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:
  - a) 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
  - b) 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.
- 2.15. 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.

## Verifying employee WWCCs

- 2.16. The Business Manager is responsible for sighting, verifying and recording WWCC information for any new employee under the following process:
  - a) Record the relevant WWC clearance details in eduPay as per the procedure above
  - b) Verify the WWCC:

- i. If checking the status of multiple WWCCs, copy the last name and card number 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.
  - ii. If checking the status of a single WWCC enter the last name and card number into the online [Working With Children Status Checker](#).
  - iii. If checking the status of a Digital Working with Children Check, use the Service Victoria app on a mobile device to scan the QR code on the digital card. Get the Service Victoria app from [Google Play](#) or the [Apple Apps Store](#).
- c) Request that the employee access their [MyCheck account](#) to update their details to include the name of the school.
  - d) Save or note evidence of the verification.
  - e) Retain a copy of any documentation sent by the Department of Justice and Community Safety (such as the letter of confirmation for employees and any volunteers or contractors who have listed the school on their WWCC details), and records of any other child safety suitability checks (such as reference checks) in the employee file.

### Ongoing verification of employee WWCCs

- 2.17. At the beginning of each school term the business manager will export WWCC details from eduPay and 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.
- 2.18. Where a person's WWCC status has changed to indicate a concern (e.g. expired, suspension or revocation of clearance) the business manager 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.
- 2.19. At the same time as running the check, the Business Manager will note where clearances are due to expire during the term.
- 2.20. Where the check is expiring during the term the Business Manager will contact the WWCC holder to remind them that their WWCC is due to expire and to request updated information once it has been renewed.

## 3. RELATED POLICIES AND RESOURCES

### 3.1. VCASS' policies:

- a) Visitors Policy
- b) Volunteers Policy
- c) Child Safety Policy
- d) Child Safety Code of Conduct

### 3.2. Department policies:

- e) [Child Safe Standards](#)
- f) [Contractor OHS Management](#)

- g) [Recruitment in Schools](#)
- h) [Suitability for Employment Checks](#)
- i) [Visitors in Schools](#)
- j) [Volunteers in Schools](#)
- k) [Working with Children Checks and other Suitability Checks for School Volunteers and Visitors](#)

#### 4. PROCEDURE REVIEW AND APPROVAL

Procedures last reviewed	March 2026
Approved by	Principal
Next scheduled review date	March 2029