

# Working with Children Check Register – Procedures for maintaining register



St Thomas the Apostle School 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 Administration Officers at St Thomas the Apostle School 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.

The Staff WWCC records are held on ICON as well as an Excel spreadsheet in the Admin Drive, under the headings of "WWCC Register Staff and Contractors" and "WWCC Register Parent Volunteers".

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 Administration Officers.

For all non-teaching staff, a WWCC register is established that records their details and a copy of a valid card. The Administration Officer 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 Thomas the Apostle School 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.