

# Working with Children Check Register – Procedures for maintaining register



Mother Teresa Catholic Primary 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 Officer at Mother Teresa Catholic Primary 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.

All records are recorded on a Microsoft Excel Spreadsheet. The Spreadsheet is saved and kept on the server in the Administration folder.

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 Officer.

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 Mother Teresa Catholic Primary 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.