

Working With Children Clearance Card Request and Storage



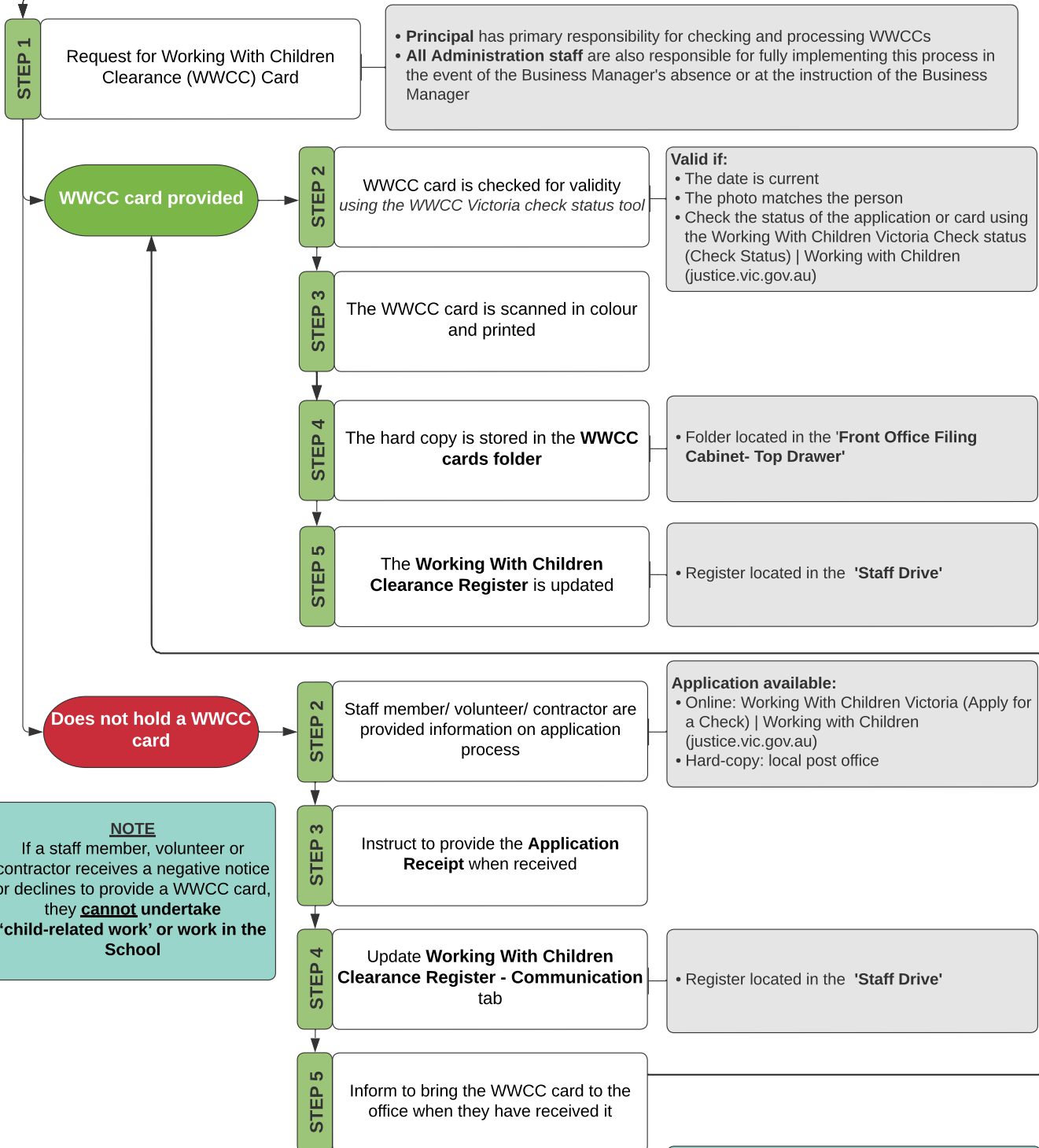
Procedure

NOTE
A staff member, volunteer or contractor is responsible for applying for his or her own Working With Children Clearance card. An employer can not apply on behalf of a worker, volunteer or contractor.

**New Staff Member
(Non-Teacher)**

**Volunteer
(including parents/ care givers)**

Contractor



NOTE
If a staff member, volunteer or contractor receives a negative notice or declines to provide a WWCC card, they **cannot undertake 'child-related work' or work in the School**

WWCC Register Review:

- The school ensures all WWCC are valid by using the WWCC Victoria check status tool on an ongoing basis.
- Review of register in Term 1 & Term 3
- Any cards that are expired or about to expire will receive notification

LINKED DOCUMENTS

- Working With Children Clearance Policy