EASTERN CHINESE LANGUAGE SCHOOL INC. 新金山东区中文学校

Staff Screening, WWCC/VIT Monitoring and Child Safety Training Procedure

Document no.	ECLS-POL-06	**Version**	1.0
Policy owner	Principal (with the Child Safety Officer and Operations Manager)	**Approved by**	School Committee
Date approved	Pending (next Committee meeting)	**Next review**	Two years after approval
Applies to	All staff, teachers, volunteers, Committee members and contractors engaged in child-related work at ECLS	**Status**	Draft: new policy for Committee approval

1. Purpose

This procedure makes sure that every adult who works with children at ECLS:

- is suitable to work with children and holds a **valid Working with Children Check (WWCC) or current VIT registration** at all times;
- has signed the **Child Safety Code of Conduct** for the current year;
- has completed **child safety induction and training**, which is kept up to date.

It explains how ECLS keeps the register, how expiring clearances are identified, and how staff are told in time to renew.

2. Who must have a WWCC or VIT registration

All staff, teachers, volunteers and School Committee members must hold a valid WWCC (Employee or Volunteer, as appropriate) **or** current VIT registration, whether or not they have regular contact with students. This is a DE accreditation requirement and applies to everyone listed in the school's documents.

Contractors and visitors are managed under the Visitors, Contractors and Volunteers Policy (ECLS-POL-07). Anyone who will have unsupervised or regular contact with students must hold a WWCC.

No person may start work, volunteer or attend Committee meetings until their clearance has been **verified online** and entered in the register.

3. Recruitment and engagement

1. Advertise or approach candidates with a position description that includes ECLS's child safe statement.
2. Interview using child-safety-focused questions (CLV *Sample Interview Questions*).
3. Conduct at least one **verbal reference check** using the CLV Reference Check Form, asking specifically about suitability to work with children.
4. Verify identity, qualifications, and WWCC or VIT status online (Service Victoria *WWCC status checker*, or the VIT *Search the Register*), and record the result, date and checker's initials.
5. The person adds ECLS as an organisation on their WWCC within **21 days** of starting (WWCC holders), and the Operations Manager adds them to the **Business Profile / Worker list** on the Service Victoria portal so that ECLS is notified of any change in their status.
6. Issue the Agreement of Engagement and position description, and set up the HR file.
7. Complete induction (section 7) **before** the person works with children.

4. The WWCC/VIT register

The Operations Manager maintains the **ECLS WWCC & VIT Register** (Excel), covering every staff member, teacher, volunteer, Committee member and regular contractor, with:

Field	Notes
Given name(s) and FAMILY NAME (exactly as on the card), Chinese name	Matches the WWCC card and DE submissions
Position/role and campus	Teacher, Admin, Committee, Volunteer, Contractor
Clearance type and number	WWCC (Employee/Volunteer) or VIT registration number
Expiry date	Date from the online check (VIT registrations renew annually by 30 September)
Status and date last verified	"Current", with the date and initials of the person who checked
Code of Conduct signed (year) and child safety training dates	Links to the training register

The register is a **priority document** for DE site visits. It must match the full **List of Staff, Committee Members, Volunteers and Contractors**.

5. Identifying expiring clearances

When	Action	By
Monthly (first school week of each month)	Sort the register by expiry date. Flag anything expiring in the next 90 days (amber) or 30 days (red). Re-check status online for anyone flagged.	Operations Manager
Monthly	Run the Service Victoria Worker list report (filter: Active) and compare it with the register. Investigate any person not linked or not "Current".	Operations Manager
Each Committee meeting	Child Safety Officer reports the number of current clearances, those expiring within 90 days and any expired (should be none).	Child Safety Officer
1 September each year	Remind all VIT-registered teachers to renew by 30 September. Verify on 1 October.	Operations Manager
Start of each term	Full check of every person on the register, saved as a dated PDF or screenshot ("WWCC check, Term X 20XX")	Operations Manager

The monthly flagged list (saved as a dated copy of the register or a short report) is kept as **evidence that expiring clearances are identified**.

6. Telling staff about expiring clearances

1. **90 days before expiry:** the Operations Manager emails the person using the *WWCC/VIT Expiry Reminder* template (ECLS-FORM-04), copying the Principal, and asks them to apply for renewal and send the new details.
2. **30 days before expiry:** a second reminder by email and WeChat/SMS. The Principal follows up personally.
3. **On renewal:** the person sends their new card number or VIT confirmation. The Operations Manager verifies it online and updates the register.

4. **On expiry without renewal (or an application not yet lodged):** the person **must not** work or volunteer with children until a valid clearance is verified. The Principal tells them in writing and arranges cover. *(A person who has lodged a renewal before expiry may keep working while it is processed, as allowed by the Worker Screening Act.)*

Copies of reminder emails are filed (for example in an *HR / WWCC reminders / 2026* folder) as **evidence of communication**.

If a clearance is suspended, revoked or becomes an exclusion, the person is removed from child-related work immediately, and the Principal acts under the Child Safety Policy, including notifying CLV and, where required, the CCYP.

7. Child safety induction and training

7.1 Induction (before starting work)

Every new staff member, volunteer and Committee member completes the **ECLS Staff and Volunteer Induction Pack** (ECLS-FORM-03), which covers:

- the Statement of Commitment to Child Safety, the Child Safety Policy and the Child Safety Code of Conduct;
- how to recognise and report abuse and concerns, mandatory reporting, the Failure to Disclose and Failure to Protect offences, and who the Child Safety Officer is;
- supervision, collection, visitors, photography and digital technology rules;
- emergency procedures, first aid and the incident reporting forms;
- complaints handling.

Induction is signed off by the inductee and the Principal or Child Safety Officer, and recorded in the training register.

7.2 Ongoing training

- All staff, volunteers and Committee members complete **three hours of compulsory Child Safe Standards training** on starting, and refresher training **at least every two years** (CLV/CCYP modules or the ECLS whole-school PD session).
- The child safety part of each whole-school PD day (Term 1 and Term 3) is recorded with an attendance sheet.
- Mandatory reporters (VIT-registered teachers) are expected to complete the DE/Protect *Mandatory Reporting and Other Obligations* eLearning module each year and give the certificate to the Child Safety Officer.

7.3 Annual Code of Conduct

At the start of each year (at the Term 1 staff meeting), every staff member, volunteer and Committee member signs the **Code of Conduct Acknowledgement Register** for the current year. New people sign at induction. The Principal signs the Principal Declaration confirming all signed copies are on file.

7.4 Training register

The Child Safety Officer keeps a **Child Safety Training Register** (name, role, induction date, training course/provider, date completed, next due, evidence location). Certificates and attendance sheets are kept in each person's HR file.

8. Responsibilities

Role	Responsibility
Principal	Accountable for screening; ensures no one works without a verified clearance; signs the annual declaration
Operations Manager	Maintains the register and staff list; runs monthly checks; sends reminders; keeps evidence
Child Safety Officer	Delivers or arranges induction and training; keeps the training register; reports to the Committee
Staff, volunteers, Committee members	Keep their WWCC/VIT current; tell the school within 7 days of any change; carry their WWCC card when on duty

9. Basis and references

- Worker Screening Act 2020 (Vic); Service Victoria WWCC organisation (Business Profile) obligations.
- DE, *CLS Accreditation and Funding Guide 2024*, s.2.1(8) (current WWCC/VIT for all staff, volunteers and committee members); 2026 funding application declaration.
- Child Safe Standards (Ministerial Order 1359): Standard 6 (Suitable staff and volunteers), Standard 8 (Knowledge, skills and awareness).
- CLV, *Student Safety and Staff Welfare Manual* (V5, 2023): Recruitment Process for Staff, Reference Checks, Procedures When a New Staff Member is Recruited (3 hours compulsory training; annual Code of Conduct), Staff Orientation Kit.
- CLV, *Operational and Administrative Procedures Manual* (V4, 2023): s.1.2 WWCC, s.3.13 Training and Professional Development.
- ECLS Child Safety Policy (Aug 2026) and Child Safety Code of Conduct; ECLS School Charter 2026 (training on commencement and every two years).

10. Version history

Version	Date	Change	Approved / endorsed by
1.0	October 2026	New procedure	For approval at the next School Committee meeting (date _____, minute ref. _____)