



CHILD SAFE RECRUITMENT PROCEDURES

(including WWCC and VIT Registration)

INTRODUCTION

Salesian College Sunbury is an inclusive Catholic Faith Community in the spirit of St John Bosco.

- We are a welcoming COMMUNITY that fosters an atmosphere of joy and optimism.
- We strive for engagement in LEARNING for which we are collectively responsible.
- We promote the pursuit of EXCELLENCE in all aspects of life.
- We are inspired by our FAITH to serve others and develop as resilient, thoughtful, and caring citizens of the world.

Central to these values is an unequivocal commitment to fostering the dignity, self-esteem and integrity of children and young people and providing them with a safe, supportive, and enriching environment to develop spiritually, physically, intellectually, emotionally, and socially.

PURPOSE

These procedures are in place to ensure that school staff, including the principal, teachers, consultants, contractors, volunteers, and those involved in religious ministry (Staff) are suitable for child related work and able to comply with Salesian College Sunbury's commitment to minimise the risk of child abuse at the school.

SCOPE

The Child Safe Recruitment Procedures form part of Salesian College Sunbury's policies for child safety and wellbeing. They support the school's Child Safety and Wellbeing Policy and apply to all staff at Salesian College Sunbury (the College).

The procedures consider relevant legislation, including the specific requirements of the Child Safe Standard 6 as set out in Ministerial Order No. 1359, Worker Screening Act 2020 (Vic) and other relevant legislation such as the Privacy Act 1988 (Cth) and requirements under federal and state law for anti-discrimination.

GENERAL REQUIREMENTS

Salesian College Sunbury is committed to ensuring that recruitment practices create a safe environment for our students. To this end, we have established policies and procedures for assessing the suitability of Staff to work with children.

RECRUITMENT PROCESSES

Salesian College Sunbury will implement processes in recruiting and selecting Staff that comply with and be consistent with the published Guidelines of the Catholic Education Commission of Victoria Ltd (CECV) and as updated by the Victorian Catholic Education Authority (VCEA):

- [Guidelines on the Employment of Staff in Catholic Schools](#)
- [Guidelines on the Engagement of Volunteers in Catholic Schools](#)
- [Guidelines on the Engagement of Contractors in Catholic Schools](#)
- [NDIS External Providers Guidelines](#)

Position descriptions for all those involved in child-related work (being those persons with direct contact with children that is regular and not incidental to the work) must have a clear statement that sets out the requirements, duties and responsibilities regarding child safety and wellbeing and requirement to provide the applicant's essential or relevant qualifications, experience and attributes in relation to child safety and wellbeing.

All applicants for child-related work are informed about these requirements and child safety and wellbeing practices, including the Staff Code of Conduct and the Child Safety Commitment Statement, before commencing work.

All Staff are provided with appropriate information about child safety and wellbeing at the time of appointment and induction. They are required to comply with the Staff Conduct and all policies and procedures for child safety and wellbeing.

SELECTION PROCESSES

Teachers

All teachers are required to have current registration with the Victorian Institute of Teaching (VIT). As part of their registration, they are required to apply for a Nationally Coordinated Criminal History Check (NCCHC). This check has broader scope than the Working with Children (WWC) Clearance and for this reason, teachers are exempt from the requirement to hold a valid WWC clearance.

Non-Teaching Staff including Employees, Volunteers and Contractors

All non-teaching staff and volunteers are required to hold a valid WWC Clearance and a National Police Check as appropriate to their engagement at the school. Refer to Appendix 1, which provides further information about the requirements for WWC Clearance. Staff and volunteers are responsible for obtaining their own WWC Clearance.

School Screening Processes for Teaching and Non-Teaching Staff

All applicants undergo screening prior to appointment. This is to verify and record information about a person being selected to perform child-connected work. The Principal or nominated staff member is to sight and verify:

- VIT registration and associated National Co-ordinated Criminal History Check (NCCHC)
- WWC Clearance and National Police Check for non-teaching Staff
- Personal identity verification and background checking
- Professional and other essential or relevant qualifications
- An examination of their history of child-connected work

School Screening Processes for Volunteers

The appointment of all volunteers must be approved by the Principal. All volunteers, including Parents and Carers, must undergo screening prior to their engagement by the school. This includes:

- Personal identity verification and background checking
- Verification of WWC Clearance through the WWCC website or Service Vic app
- Verification of professional and other essential or relevant qualifications
- An examination of their history of child-connected work

Reference Checking for Potential Candidates

Screening for all employees, contractors and volunteers must include reference checking prior to appointment. Reference checks must be completed with both the current and most recent employer. If these employers are schools, the referees must be the principals of the schools.

If the Principal has changed since the candidate was employed, the candidate should make all reasonable efforts to provide contact details for the former principal. A reference check must include suitability for child-related work.

All referee discussions are to be documented in writing.

Any gaps in employment history should be clarified during the interview process and can be followed up in the reference check.

If a candidate refuses to provide referee details as required, please contact the Principal or HR for guidance.

You must obtain written consent from candidates before contacting any referees not listed in your application.

Acting as a Referee

If you are contacted for a reference, you must:

- Be transparent and candid in your responses.
- Disclose any known concerns relating to the employee, regardless of whether the conduct has resulted in substantiated findings, a formalised outcome or otherwise.
- Inform the Principal.

APPOINTMENT PROCESSES

Once appointed, the person's Clearance must be sighted, verified, and recorded. New employees must not commence work until:

- All probity checks are finalised and recorded (e.g. VIT registration, WWC Clearance)
- The employment contract is signed and salary confirmed
- Onboarding is completed by both the principal and the employee.

Staff must receive induction appropriate to the nature of their role, and that further reiterates their duties and responsibilities regarding child safety and wellbeing. Where relevant to their role, the induction procedure will also cover the mandatory reporting, reportable conduct, and complaints handling.

Registers for VIT and WWC

The principal is required to maintain a register of VIT registration and a register of WWC clearances. Those exempt from holding a WWC should also be listed, with the reason a valid WWC is not required. Refer to section 9.1 regarding Working with Children Exclusions. The principal is to document the school-based processes for checking, updating, and monitoring and these registers.

The processes for notifying employees and volunteers of expiry dates of Clearances and that proof of renewal is required by the expiry date; for following up overdue proof of renewal and providing information to employees and volunteers when their Clearance is expired is to be documented by the principal and assigned to a Staff member.

The tasks are to be included the position description for the nominated staff members.

VIT register

The VIT register must include the following information for each registered teacher:

- Full name
- VIT registration number
- Expiry and renewal date
- VIT category of registration
- Note any conditions, limitations on their registration or permission to teach

The Principal must document the process for notifying teachers of the VIT expiry date, that proof of renewal of registration is required by the expiry date and the process for following up overdue proof of renewal. Teachers are informed they cannot teach until renewal is confirmed.

A teacher whose registration is suspended, is not registered, and must not teach. If they are employed in a non-teaching capacity, they need a WWC clearance.

WWC register

The WWC register must include the following information for each person:

- Full name
- Position in the school
- Category (employed, volunteer)

- WWC card number
- State where card was issued
- Issue date
- Expiry date
- Current or former employee/volunteer (date of resignation)
- Date sighted or verified on WWCCV website or Service Victoria app

Ongoing Monitoring

Ongoing training and supervision are provided to ensure the conduct of all Staff is consistent with the policies, procedures and strategies for child safety and wellbeing in place in the school and that they remain suitable to work with children.

All new Staff members are supervised regularly to ensure that their behaviour towards children is appropriate and to monitor their compliance with the school's child safety and wellbeing policies and practices. Ongoing supervision and people management of all staff is provided in a way that focuses on child safety and wellbeing.

Performance and development reviews, known as annual review meetings, are regularly undertaken for all employees and include consideration and understanding of the Staff Code of Conduct and the child safety and wellbeing policies and practices.

Working with Children Exclusions

If a Staff member fails the WWCC, they will receive a WWC Exclusion. Salesian College Sunbury will be notified and a copy of the WWC exclusion will be sent to all organisations the individual has listed with Working with Children Checks Victoria.

Salesian College Sunbury will not be informed of the reason for the Exclusion. By law, the person must tell Salesian College Sunbury in writing within seven days of the date they have received the Exclusion notice.

Once issued, the person is not allowed to do any child-related work effective from the date listed on the notice. Please refer to the [Working with Children Check Victoria website](#) for more information. HR is to contact the Principal if the exclusion is issued or disclosed at the school or for further advice and support.

If you get a WWC Exclusion, you cannot apply for a Clearance again for five years, from the date of the notice, unless your circumstances change. If you reapply after this time, by law you must not do any child-related work until you pass the WWC Check and obtain a Clearance.

Appealing a WWC Exclusion

In limited circumstances, and within 28 days of date of the notice, a person may apply the Victorian Civil and Administrative Tribunal (VCAT) to review the decision. Refer to the [WWCCV website](#) for more information. They are only permitted to recommence child-related work at the school upon successfully reapplying for a WWC Clearance and by providing a copy of their new Clearance to HR.

Roles and Responsibilities

Role	Responsibility
Principal Deputy Principal - People & Culture	Ensure all teachers employed in the school have current VIT registration and as part of their registration complete a NCCHC as required
Principal Deputy Principal - People & Culture	Ensure all applicable staff have current working with children Clearances, obtained after a successful Working with Children Check.
Principal	Ensure compliance with regulatory and legislative requirements for all Staff

Definitions

Child Related Work

The *Worker Screening Act 2020* (Vic) defines 'child-related work' as work which usually involves (or is likely to involve) direct contact with a child, irrespective of whether that contact is supervised or not, and in any of the child-related occupational fields listed in the Act. The definition of direct contact includes oral, written, or electronic communication as well as face-to-face and physical contact. 'Child-related work' may be either paid or unpaid (voluntary).

Salesian College Staff or Staff member

In accordance with the Staff Code of Conduct, in this document the term Staff or Staff member refers to the Salesian College Sunbury Board, board committee and working party members, employees, contractors, consultants and volunteers at the College.

Volunteer

A person who performs work without remuneration.

Working with Children Check

A Working with Children Check (WWCC) is required by persons doing child-related work in Victoria as paid workers and volunteers, where that work is not directly supervised by someone with an appropriate check. It is a screening process for assessing people who work with, or care for children, administered by the Department of Justice in Victoria. A WWCC is not required by teachers who hold current VIT registration.

Working with Children Clearance (Clearance)

A Working with Children Clearance is issued to an employee or volunteer following the successful application for a WWCC.

RELATED POLICIES AND DOCUMENTS

Supporting Documents

Appendix 1: Working with Children Checks Information for Principals

Related Policies and Documents

- Child Safety and Wellbeing Policy
- Staff Code of Conduct
- Privacy Policy
- Privacy Collection Notice - Job Applicants

Resources

- [Guidelines on the Employment of Staff in Catholic Schools](#)
- [Guidelines on the Engagement of Volunteers in Catholic Schools](#)
- [Guidelines on the Engagement of Contractors in Catholic Schools](#)
- [NDIS/External Providers: Guidelines for Schools.](#)

Legislation and Standards

- Child Wellbeing and Safety Act 2005
- Ministerial Order 1359 - Managing the Risk of Child Abuse in Schools and School Boarding Premises
- Privacy Act 1988 (Cth)
- Victorian Institute of Teaching Act 2001 (Vic)
- VIT Code of Conduct
- Worker Screening Act 2020 (Vic)

POLICY INFORMATION

Responsible director	DP - People & Culture
Policy owner	College Executive
Approving authority	College Executive
Assigned board committee	Governance
Approval date	11/03/2026
Next Review date	11/03/2028
Publication	Schoolbox; Website

POLICY DATABASE INFORMATION	
Assigned framework	MS5-Employment; CA5-Employment
Superseded versions	Supersedes WWCC and VIT Registration Policies

Appendix 1: Working with Children Checks - Clearances

Question	Information
<p>Source of obligation</p>	<p>The Victorian <i>Worker Screening Act 2020</i> (the Act) aims to protect children from harm by ensuring that people who work with, or care for, them have their suitability to do so checked by a government body. The Act aims to prevent those who pose a risk to children from working or volunteering with them.</p>
<p>Who needs a WWC Clearance?</p>	<p>Subject to the exemptions referred to below, any worker who engages in child-related work that involves direct contact with a child (being a person under 18 years of age) needs a WWCC.</p> <p>Section 3 of the Act defines 'direct contact' as any contact between a person and a child that involves:</p> <ul style="list-style-type: none"> ▪ physical contact ▪ face-to-face contact ▪ contact by post or other written communication ▪ contact by telephone or other oral communication ▪ contact by email or other electronic communication. <p>A WWC Clearance will apply to any person who is engaged by Salesian College Sunbury as an employee, a self-employed person, a volunteer, a third-party contractor (who has or is likely to have direct contact with children), a supervisor of child employees, part of practical training through an educational or vocational course, unpaid community work under a court order, a minister of religion or performing duties of a religious vocation, an officer of a body corporate, a member of a committee of management of an unincorporated body or a member of a partnership. All volunteer helpers, including Parents, are required to hold a WWCC.</p>
<p>What is child-related work?</p>	<p>Child-related work is defined in section 9 of the Act as voluntary or paid work, in any of the occupational categories listed in the Act that usually involves direct contact with a child.</p> <p>For the purposes of the Act, work will not be 'child-related work' by reason only of occasional direct work with children that is incidental to the work.</p> <p>The following are considered child-related work:</p> <ul style="list-style-type: none"> ▪ mentoring and counselling services for children ▪ direct provision of child health services ▪ clubs, associations, movements, societies or other bodies (including bodies of a cultural, recreational or sporting nature) ▪ educational and care services, childcare centres, nanny services and other childcare ▪ coaching and tuition services for children ▪ any religious organisation where children form part of the congregation ▪ boarding houses or other residential services for children and overnight camps for children ▪ transport services specifically for children, including school bus services and taxi services for children with a disability and supervision of school road crossings ▪ commercial photography services for children unless they are merely incidental to or in support of other business activities ▪ commercial talent competitions for children unless they are merely incidental to or in support of other business activities ▪ commercial entertainment or party services for children unless they are merely incidental to or in support of other business activities.

Question	Information
	<p>Child-related work for ministers of religion</p> <p>The Act defines child-related work for ministers of religion more broadly than for other occupations. All ministers of religion are required to get a WWC Clearance unless the contact they have with children is only occasional and always incidental to their work.</p> <p>This would include having children in their congregation, attendance at schools or school camps even when all their contact with children is supervised. An example of when a minister of religion would not require a WWC Clearance is a minister conducting purely administrative roles within a church's bureaucracy.</p>
<p>Key exemptions</p>	<p>People engaged in the following types of work are not required to have a WWC Clearance:</p> <ul style="list-style-type: none"> ▪ teachers registered with the VIT ▪ students, aged 18 or 19, undertaking volunteer work organised or held at school ▪ Victoria Police or Australian Federal Police officers ▪ workers, who usually live in another state or territory, visiting Victoria to engage in child-related work (only up to 30 days within the same calendar year) ▪ all children under the age of 18. <p>Note: Some drivers accredited under the <i>Transport (Compliance and Miscellaneous) Act 1983</i> (Vic.) who were engaging in child-related work were previously exempt from the WWCC. These drivers must now pass the WWCC to continue this work.</p>
<p>How to apply for a WWC Clearance</p>	<p>A worker who engages in child-related work is responsible for applying for their own WWCC. An employer cannot apply on behalf of a worker.</p> <p>To apply, fill out an online application form at www.workingwithchildren.vic.gov.au. Upon completion of the application, you will be provided with an online receipt.</p>
<p>Obligations for the school</p>	<p>Salesian College Sunbury must:</p> <ul style="list-style-type: none"> ▪ not engage anyone in child-related work who does not have a WWC Clearance ▪ not allow anyone who has an Exclusion notice to undertake child-related work, even if they are directly supervised or exempt ▪ ensure workers engaged in paid work have an Employee Clearance and not a Volunteer Clearance.
<p>Penalties</p>	<p>It is an offence to work with children without a valid WWC Clearance or application receipt while your WWCC is being processed. It is an offence for anyone to apply for or engage in child-related work if they have been issued an Exclusion notice. The maximum penalty is two years imprisonment, a fine or both.</p> <p>Salesian College Sunbury must take reasonable steps to ensure it does not engage or continue to engage a person in child-related work who does not hold a valid Clearance. The penalty for organisations is a significant fine.</p>