

Working with Children Check Policy

Procedures for maintaining register



Mercy College 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 Working with Children Check (WWCC) register in the school

The HR Officer at Mercy College 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.

- A copy of the staff member or volunteer's WWC Check will be kept on the file at the school.
- Mercy College ensures all staff members and volunteers hold a valid WWC Check card;
- A digital record (spreadsheet) is kept at the College and is reviewed by the Principal or

their delegate: the HR Officer, annually, at the commencement of the school year.

- It is the responsibility of the staff member or volunteer to:

-provide Mercy College with the successful WWC Check card prior to commencement and have

Mercy College listed under Details of Organisation.

-notify the Principal if there has been a relevant change in circumstances, for example, if they have been charged or found guilty of a new relevant offence or if their WWC Check has been suspended.

-apply for a new WWC Check before their card expires. 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.

Recruitment, selection and appointment processes must be conducted in accordance with the Mercy College Recruitment Policy.

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 HR Officer.

For all non-teaching staff, a WWCC register is established that records their details and a copy of a valid card. The HR 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 Mercy College 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.

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| Responsible director | Director, Catholic Mission, People and Culture |
| Policy owner | General Manager, Employee Relations |
| Approving authority | Director, Catholic Mission, People and Culture |
| Approval date | 14 September 2022 |
| Date of next review | September 2023 |