



A Register for VIT & WWC of Teaching, Education Support Staff & Volunteers will be maintained.
The original version of a WWC or VIT Registration must be sighted and copied and authorized by Leadership or the Business manager.
All staff and visitors identified in the scope of this procedure will not start in their role without a valid WWC or VIT registration.
The register will include dates for renewal of qualifications
A hard copy of VIT & WWC cards for employees including local payroll staff and volunteers will be kept in a folder and stored securely in the office. All staff including casuals will also have a copy kept in their individual files.



Date Implemented	March 2021
Author	Principal
Approved By	School Council
Approval Authority (Signature & Date)	School Council President: Signature: Date:
Date Reviewed	Feb 2021
Responsible for Review	Principal, Assistant Principal, Business Manager
References	Victorian Government Schools Reference Guide