

Procedures for Maintaining the Register of WWC Check Card and VIT Registration

1. Make sure that every new employee and volunteer is registered with VIT, or hold / applied for WWC Check Card.
2. View cards or receipts of all new employees and volunteers before they commence work
3. Verify cards through:
WWCC - "Check Status" on the WWC Check website
VIT - "Public Register" on the VIT website
4. Make sure that paid staff have an "Employee" WWC Check card not "Volunteer"
5. Enter the VIT and WWC Check card number and expiry date into the payroll system.
6. Ensure that cardholders renew their VIT registration and WWC Check card in timely manner.
7. Take an immediate action when you are notified that the employee or volunteer is given a "Negative Notice" and make sure they do not perform "child-related work" even if directly supervised.
8. Monitor the expiry date using payroll reminder
9. Check the report "Registration Expiry date" every quarter