

ENPS Procedures for collecting WWCC for visitors.

Sign in procedure

All visitors to Essendon North Primary School are required to report to the school office on arrival.

Visitors will:

- Electronically record their name, date and time of visit, and purpose of visit using Compass
- Provide proof of identification to office staff upon request
- Produce their valid Working with Children Check where required by the Visitors policy

Working with children checks

- Working with Children Checks will be photocopied and filed at the school office and details added to the school's online WWCC register.
- Working with Children Checks will be checked annually (by a member of the office staff) to ensure they are up to date.

There is a copy of these procedures stored on the online register and also with the filed copies of WWCC's.