Working With Children Checks / VIT Registrations (Template to be used in 2023 for accreditation in 2024)

**All staff, volunteers and committee members at your community language school must have a valid Working With Children Check or VIT registration, regardless of whether they have regular student contact.**

Please use this template to provide the details of the Working With Children Check and/or VIT registration for each staff member, volunteer and committee member at your school. **Please note that you do not need to submit copies of the cards, but you must keep copies on file at your school.**

**Instructions:**

* Please check through all the documents which you are submitting for accreditation, and make sure every staff member, volunteer and committee member who has been named in a document has a valid Working With Children Check, and has been included in this document.
* In the first column, please copy the details EXACTLY as they are shown on each of the cards.
* In the second column, please write down any other names by which a person is known at the school (for example, a name which might be used on a supervision schedule).
* Submit this template **in Word format** with the filename “04\_workingwithchildren.docx”.



**Sample of a Working With Children Check card. This is the information which you need to provide.**

| **Full nameas it appears on the card** | **Other names by which this person is known (where applicable)** | **Position in school** | **Campus** | **Working With Children Check** | **Victorian Institute of Teaching** |
| --- | --- | --- | --- | --- | --- |
| **Card Number** | **Card Expiry Date** | **Registration Number** | **Registration Expiry Date** |
| JOHN B CITIZEN | Johnny, Jono | Teacher | Carlton | 234567A-01 | 01-06-2022 |  |  |

| **Full nameas it appears on the card** | **Other names by which this person is known** | **Position in school** | **Campus** | **Working With Children Check** | **Victorian Institute of Teaching** |
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| **Card Number** | **Card Expiry Date** | **Registration Number** | **Registration Expiry Date** |
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