

Procedures to maintain registers policy



RATIONALE:

In order to comply with DEECD standards and requirements the school will maintain the following Registers in relation to training, qualification and suitability of employment to undertake certain duties.

AIM:

- To provide a system for the recording and monitoring/updating of staff qualifications
- To provide documentation to assist the Teacher in Charge in the identification of suitably qualified staff when planning incursions, excursions and camps.

IMPLEMENTATION:

Register of all staff

The School will keep an electronic and hard copy Register of the following qualifications of Teaching and Education Support Staff.

- The Register will include dates for renewal of qualifications.
- A hard copy of the Register will be kept in a secure location in the administration offices.
- A digital copy will be available and housed securely with the Personnel Manager.
- Original copies of all documentation will be kept in a Registration Folder in a secure location.

Victorian Institute of Teaching registration:

Current registration is required by all Teacher and Principal Class members, including Casual Relief Teachers.

- It is the responsibility of the Personnel Manager to ensure prior to employment, that all prospective new employees are compliant with VIT registration.
- It is the responsibility of each Teacher and Principal Class member to ensure that their registration is current. This information can be accessed by visiting MyVIT at <http://www.vit.vic.edu.au> . Any Teacher or Principal Class member whose registration lapses or is suspended will be removed from their duties as they have no registration to teach and may have no current WCC.
- Provisionally registered Teachers must meet the VIT requirements to gain Full Registration within the time frame set out by the VIT.
- Each term the Personnel Manager will complete a check of the VIT status of all teachers to ensure compliance.

Working with Children Check:

A current satisfactory Working with Children Check E (Employment) is required by all Education Support Staff, including Casual ES Staff and any workers based at our School (even if not employed by us such as the Technical Support Technicians, Regional Staff). A current satisfactory Working with Children Check V (Volunteer) is required by all volunteers

- It is the responsibility of the Personnel Manager to ensure prior to employment that any prospective new employees are compliant with their WWC Check. (Note if a person is registered with the VIT this replaces the requirement for a WWC Check).
- All contractors who work on site are required to have a WWC and will carry their cards with them at all times.
- All pre-service teachers on site are required to have a WWC and will carry their cards with them at all times.

- WWC Checks are valid for 5 years from the date of issue. It is the responsibility of each ES Staff member, and other workers and volunteers to ensure that their registration is current. This information can be accessed by visiting <https://online.justice.vic.gov.au/wwccu>
- Eight weeks prior to the WWC Check expiring, a pre-populated renewal application form will be sent to the cardholder.
- Any worker or volunteer who does not have a current satisfactory Working with Children Check will be removed from their duties.

First Aid Qualifications:

Only staff sufficiently trained under the OHS Act 2004 and DEECD First Aid Policy will be placed on the First Aid roster.

The school maintains a Register for First Aid qualifications for all staff. The Principal or Nominee is responsible for providing information to staff members regarding the expiry date and the level of attainment for:

- CPR (12 months)
- First Aid Training
- Anaphylaxis Training

Staff whose First Aid qualification will expire in the next Semester are notified of this. A copy of all First Aid qualifications is placed in the staff member's personnel file.

Occupational Health & Safety Competencies

A spread sheet of OHS Competencies will be included as part of the Register. The Assistant Principal – School Operations will maintain the Register with details of those staff competent in the following areas:

- OHS training
- Mandatory reporting
- Workplace Harassment training

Volunteer register

- All volunteers involved in any school program, including those run off site will have their details entered on a volunteer register.
- The register contains details of the volunteers, the program they are involved in and their WWC and any other relevant qualification details.

APPROVAL:

This policy was approved by School Council on the 9th September, 2014

EVALUATION:

This policy will be reviewed as part of the school's four-year review cycle.