

## **Staff Information Register POLICY**

### **PURPOSE:**

In order to comply with Department of Education and Training (DET) Standards and requirements the College will undertake the following Register in relation to Training, qualification and suitability of employment to undertake certain duties

### **GOALS:**

- To provide a system for 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

### **GUIDELINES:**

#### **LINKS AND REFERENCES**

School Policy Advisory Guide:

- [Volunteer Checks](#)
- [Volunteer Workers](#)

DET Human Resources:

- [Suitability for Employment Checks](#)

External Links:

- [Victorian Institute of Teaching](#)
- [Working with Children Check](#)

### **IMPLEMENTATION:**

#### **Register of all staff:**

The college will keep an electronic copy and hard copy register of the following qualifications of Teaching and Education Support Staff

- 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
- Original copies of all documentation will be kept in a Registration folder in a secure location

#### **Victorian Institute of Teaching Registration (VIT):**

Current registration is required by all teachers and principal class members, including Casual Relief Teachers (CRT).

It is the responsibility of the Business Manager to ensure prior to employment, that all prospective new employees are compliant with VIT registration.

It is the responsibility of the teacher and principal class member to ensure that their registration is current. This information can be accessed by visiting MyVIT at <http://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 Working with Children Check (WCC)

Provisionally registered teachers must meet the VIT requirements to gain Full Registration within the frames set out by the VIT.

### **Working with Children Check (WCC)**

A current satisfactory Working with Children Check E (Education) is required by all Education Support Staff, including Casual ESO staff and any worker based at BPC.

A current satisfactory Working with Children check V (Volunteer) is required by those volunteers whose work is unsupervised by classroom teachers.

It is the responsibility of the Business Manager to ensure prior to employment that any prospective new employees are compliant with their WWC (Note if a person is registered with the VIT this replaces the requirements for a WWC)

WWC checks are valid for 5 years from the Date of issue. It is the responsibility of each ESO staff member, and other workers and volunteers to ensure that their registration is current. This information can be accessed by visiting <http://www.workingwithchildren.vic.gov.au/home>

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 satisfactory Working with Children Check will be removed from their duties.

### **First Aid Qualification**

Only staff sufficiently trained under the OHS Act 2004 and DET First Aid policy will be placed in the First Aid Roster.

The College maintains a Register of First Aid qualification for all staff. The principal or Nominee is responsible for providing information to a designated ESO staff member regarding the expiry date and the level of attainment for

- CPR (12 months)
- First Aid Training Level 2 (2 Years)
- Anaphylaxis Training (3 Years)
- Asthma Training and Accreditation: Asthma Friendly school (4 Years)

The principal/Nominee will check the currency of First Aid qualification annually.

<b>EVALUATION:</b>
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- This policy to be reviewed as part of the school's two year review cycle, individually, in teams and with the community in 2017 or more often if necessary due to changes in regulations or circumstances