

PROCEDURES TO MAINTAIN REGISTERS

MEADOWS PRIMARY 2017

Rationale:

In order to comply with DET 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

Meadows Primary 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, and updated by the business manager.
- An electronic copy will be available on the Admin server.
- 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 Human Resources Coordinator 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.

Working with Children Check:

The WWC Check is a minimum checking standard set by the Working with Children Act 2005 for those who work with children, either on a paid or voluntary basis. It checks for serious sexual, violent and drug-related offences as well as disciplinary findings of professional agencies such as the Victorian Institute of Teaching.

It is the responsibility of the Principal to ensure that only suitable and eligible persons are employed in the school. Prior to employing a person, the Principal must be satisfied that the person meets the required Suitability for Employment Checks. See Suitability for Employment Policy:

http://www.education.vic.gov.au/hrweb/Documents/Suitability_for_employment.pdf

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 DET First Aid Policy will be placed on the First Aid register.

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

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

The Principal/Nominee will check the currency of First Aid qualifications at the beginning of each Semester when the staff duty rosters are being compiled.

Staff whose First Aid qualification 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 Principal/Nominee will provide the designated ES staff member responsible for the maintenance of 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.

Evaluation:

These procedures will be reviewed as part of the school's three-year review cycle, or as required due to changes in relevant Acts, Laws or should situations arise that require earlier consideration.

This policy was last ratified by School Council on:

Signed:

Signed:

Brad Coath

Anthony Potesta

School Council President

Principal

Reference: School Policy & Advisory Guide - WWC volunteers/parents