REGISTERS (Maintenance of) POLICY

Rationale

- Current registration is required by all teacher and principal class members, including casual relief teachers.
- It is the responsibility of the school to ensure prior to employment, that all prospective new employees are compliant with VIT registration.
- In order to comply with VRQA standards and requirements, schools must maintain a register in relation to training, qualification and suitability of employment to undertake certain duties.

Purpose

- 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.
- To ensure the school has in place strategies to enhance compliance with the Child Safe Standards 2, 4 and 6.

Implementation

- The safety and wellbeing of children is this school's highest priority.
- Provisionally registered teachers must meet the VIT requirements to gain Full Registration within the time frame set out by the VIT.
- Footscray North Primary School will keep an electronic and hard copy Register of the 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.
- Original copies of all documentation will be kept in a Registration Folder in a secure location.
- Records also will be kept of Working with Children Checks for staff, volunteers and external providers.
- For the pro forma, please refer to the Copy of Staff Register document.
- Please refer also to the school's *Volunteer Workers Policy* and the *Working with Children Checks – Staff & Volunteers Policy.*

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.
- An electronic copy will be available
- 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 Business 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.

First Aid Qualifications

The school will maintain a Register (electronic and hardcopy) of First Aid qualifications for staff. It will provide details of the qualification obtained and the expiry date.
Only staff sufficiently trained under the *Occupational Health & Safety Act 2004* and the school's *First Aid Policy* will be placed on the first aid roster.
Staff members are 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
- Asthma Training
- Other as applicable

The Principal/Nominee will check the currency of First Aid qualifications at the beginning of each semester or when the staff duty rosters are being compiled.
Staff whose First Aid qualifications expire in the next semester will be notified of this.
A copy of all First Aid qualifications is placed in the staff member's personnel file.

Working with Children Checks
The school will maintain a Register of all staff members, volunteers and external providers who are required to have a current WWC Check.
It is the responsibility of the Business 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).
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.
Mandatory Reporting (Child Protection)
All staff will complete the online mandatory reporting module/s. Satisfactory completion will be recorded in the Register.
Occupational Health & Safety Competencies
A spread sheet of OH&S 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:

- OH&S for Employees
- RTW Coordinator Role & Responsibilities
- Manual Handling
- Ergonomics
- Slips, Trips and Falls
- Hazards and Incident Reporting
- Risk Management
- Workplace Harassment

and others as training modules become available.

Other Qualifications

- Swimming Qualifications

Evaluation

- This policy will be reviewed as part of the school's three-year review cycle or if guidelines change (no current DET A-Z Index reference).

This policy was ratified by School Council 25/3/2019
Reference:
Nil