

Procedures to Maintain Registers Policy

PURPOSE

In order to comply with Department of Education and Training (DET) standards and requirements, Tecoma Primary School will maintain a Register to ensure all staff hold the appropriate qualifications and have the appropriate/relevant training for the tasks they are asked to undertake.

This policy aims to:

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

SCOPE

This policy applies to all staff employed at Tecoma Primary School.

POLICY

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

- Victorian Institute of Teaching registration
- Working with Children Check, for staff who do not require VIT registration, e.g., Education Support (ES) staff
- First Aid Qualifications
- Occupational Health & Safety Competencies
- OHS training
- Mandatory Reporting training
- Workplace Harassment training.

Implementation

Register of all 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 on the Assistant Principal's Administration Computer
- Original copies of all documentation will be kept in a Registration Folder in a secure location.

Victorian Institute of Teaching (VIT) registration:

- Current registration is required by all Teacher and Principal Class members, including Casual Relief Teachers (CRTs) working at the school
- 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 WWCC
- 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 (WWCC):

- 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 Tecoma Primary School (even if not employed by the School (such as Regional Staff)
- A current satisfactory Working with Children Check V (Volunteer) is required by all volunteers working in the school
- It is the responsibility of the Business Manager to ensure prior to employment that any prospective new employees are compliant with their WWCC. (Note if a person is registered with the VIT this replaces the requirement for a WWCC)
- WWCC 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 WWCC expiring, a note will be sent out to the person, advising them that their WWCC will need to be renewed
- 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 roster.

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 year when the staff duty rosters are being compiled.

Staff whose First Aid qualification expire in the next year 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 each staff members PL Register. It is each staff member's responsibility to keep these sheets up to date, by supplying updated records, upon the completion of any OHS e-learning Modules
- 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

FURTHER INFORMATION AND RESOURCES

- Administration of Medication Policy
- Allergy Policy
- Anaphylaxis Policy
- Asthma Policy
- Care Arrangements for Ill Students with Medical Conditions Policy
- Child Protection Reporting Policy
- Duty of Care Policy
- Emergency Management Policy
- Healthcare Needs Policy
- OH&S Policy
- Working With Childrens Check (WWCC) Policy

REVIEW CYCLE

This policy was last updated on **14th August, 2018**, and is scheduled for review in **August, 2021**.