

## Procedures to Maintain Registers Policy

### PURPOSE

In order to comply with Department of Education (DE) 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

The following training information for each staff member can be accessed by the Principal and the Business Manager via edupay:

- 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 office
- 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 ESS 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>
- An allocated member of the office staff will have the responsibility of keeping an up to date record of all WWCC, so that staff can ensure all school volunteers have the necessary checks in place.
- 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 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:

- OHS Competencies can be accessed by all staff via edupay.
- It is each staff member's responsibility to keep these up to date, by completing any 'expired' OHS e-learning Modules on My Learned, in edupay.
- The Principal/Business Manager can access each staff member's training record via edupay for:
  - - 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 Children's Check (WWCC) Policy

## POLICY REVIEW AND APPROVAL

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| <i>This policy has a review cycle of 3-4 years</i> | This policy was approved by School Council on <b>14<sup>th</sup> May, 2024</b> and is scheduled for review in <b>May 2028</b> . |
| <i>Reviewed by</i>                                 | <i>Di Double, Stuart McLean, Lisa Hoskins-Faul, Travis Cochrane, Lisa Dell, Chelsey Robins, Kelly Sullivan, Phil Darbyshire</i> |
| <i>Approved by</i>                                 | <b>Principal</b> – Rohan Thompson<br><b>School Council President</b> – Lisa Dell  |