



Registers (Maintenance) Staff, Volunteers & External Providers

(Last DET Update: N/A)

First Developed: May 2015

Reviewed: February 2016

Updated: July 2016

Reviewed: July 2017

1. Background and Information

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 Victorian Institute of Teaching (VIT) registration or hold an employee Working With Children Check (WWCC).
- In order to comply with Victorian Registration and Qualifications Authority (VRQA) standards and requirements, schools must maintain a register in relation to training, qualification and suitability of employment to undertake certain duties.

2. Carranballac Registers, (Maintenance) Policy (August 2017)

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.
- 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.
- Provisionally registered teachers must meet the VIT requirements to gain Full Registration within the time frame set out by the VIT.
- Carranballac P-9 College 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.
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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 staff member regarding the expiry date and the level of attainment for:

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

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 (WWC)

The school will maintain a Register of all staff members, volunteers and external providers who are required to have a current WWC Check. It will provide details of the expiration date and when a two-month reminder will be given.

Mandatory Reporting

All staff will complete the online mandatory reporting module/s. Satisfactory completion will be recorded in the Register.

Occupational Health & Safety Competencies (OHS)

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

and others as training modules become available.

Ratification and Review

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

This policy was ratified by School Council on 1st August 2017