

STAFF INFORMATION REGISTERS

TAWONGA PRIMARY SCHOOL POLICY

Rationale:

In order to comply with DEECD standards and requirements Tawonga PS 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 educational programs.

VIT (Victorian Institute of Teaching) Documentation

All our teaching staff hold current VIT registrations. An annual email goes out in September of each year reminding the staff of their responsibility to ensure they are paid up to the VIT. The school Principal checks all registrations on the first day of term 4 to ensure staff are current members. Staff that have not paid are sent an email from the principal as a reminder. No teacher may start at Tawonga PS without a VIT number and CRC (Criminal Records Check).

Implementation:

Register of all staff

Tawonga PS will keep an electronic and hard copy Register of the following qualifications of Teaching and Education Support Staff.

1. The Register will include dates for renewal of qualifications.
2. A hard copy of the Register will be kept in a secure location in the administration offices.
3. An electronic copy will be available on our server.
4. 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 and Principal 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.

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:

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 Tawonga PS (even if not employed by Tawonga PS such as the CRE Instructors, Regional Staff). A current satisfactory Working with Children Check V (Volunteer) is required by those volunteers whose work is unsupervised by classroom teachers. It is the

responsibility of the Business Manager and Principal 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.

First Aid Qualifications

Only staff sufficiently trained under the OHS Act 2004 and DEECD First Aid Policy will be asked to undertake First Aid duties.

Tawonga PS maintains a Register for First Aid qualifications for all staff. The Principal or Nominee is 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

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
- Respectful Workplaces Training

Evaluation

This policy will also be reviewed as part of the school's regular policy review process.

Last reviewed by the Principal in March 2014.

This policy was last ratified by School Council in.... **May 2017**