

## Procedures to Maintain Registers

### Rationale

In order to comply with DET standards and requirements the school will maintain the following registers in relation to training, qualification and suitability of employment to undertake certain duties:

- Victorian Institute of Teaching (VIT) Register
- Working with Children Check Register
- First Aid Qualifications Register
- Occupational Health and Safety Competencies Register

### 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 incursions, excursions and camps.

### Implementation

- The School will keep an electronic and hard copy register of the following qualifications of Teaching and Education Support Staff:
  - Victorian Institute of Teaching (VIT) Register
  - Working with Children Check Register
  - First Aid Qualifications Register
  - Occupational Health and Safety Competencies Register
- The registers will include dates for renewal of qualifications
- A hard copy of the registers will be kept in a secure location in the administration office
- An electronic copy of the registers will be available on U-Drive, the School's secure electronic storage system
- Original copies of all documentation will be kept in the individual staff member's confidential file, with the exception of Occupational Health and Safety Competencies, which will be stored with the Occupational Health and Safety Competencies Register.

### 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>
- It is the responsibility of the Teacher and Principal Class member to ensure that they provide a copy of their renewed registration to the Business Manager upon receipt of their new VIT card
- 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 Working with Children Check

- Provisionally registered Teachers must meet the VIT requirements to gain Full Registration within the period set out by the VIT
- It is the responsibility of the Business Manager to update the register on a termly basis.

### Working with Children Check

- A current satisfactory Working with Children Check E (Employment) is required by all Education Support Staff, including Casual Education Support Staff and any workers based at our School (even if not employed by the School such as Regional Staff)
- A current satisfactory Working with Children Check V (Volunteer) is required by those volunteers whose work is both supervised and unsupervised by classroom teachers
- It is the responsibility of the Business Manager to ensure prior to employment that any prospective new employees are compliant with their Working with Children Check
- It is the responsibility of the Business Manager to update the register on a termly basis
- If a person is registered with the VIT this replaces the requirement for a Working with Children Check
- Working with Children Checks are valid for 5 years from the date of issue
- It is the responsibility of each Education Support 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>
- It is the responsibility of the Education Support Staff member and volunteers to ensure that they provide a copy of their current Working with Children Check registration to the Business Manager upon receipt of their renewed card
- Any Education Support Staff member 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 the DET First Aid Policy will be placed on First Aid duties
- The school maintains a First Aid Register of First Aid qualifications for all staff
- It is the responsibility of the First Aid Coordinator to check the currency of First Aid qualifications and update the First Aid Register at the beginning of each term when the First Aid duty rosters are being compiled
- Staff whose First Aid qualification 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 and in the First Aid Register

### Occupational Health & Safety Competencies

- A spreadsheet of OHS Competencies will be included as part of the Occupational Health & Safety Register
- The Principal and OHS Representative are responsible for the maintenance of the Occupational Health & Safety Register and will update the register on a termly basis
- The Occupational Health & Safety Register will include details of those staff competent in the following areas:
  - OHS training
  - Mandatory reporting

### Related Policies

This policy relates to the following Scoresby Primary School policies:

- Working with Children Check Policy
- First Aid Policy
- Occupational Health & Safety Policy
- Volunteers Policy

## EVALUATION

This policy will be reviewed in accordance with the Healesville Primary School Policy Review Timeline more often if necessary due to changes in regulations or circumstances

This policy will be reviewed annually.

## RESOURCES

- DET - School Policy and Advisory Guide:  
<http://www.education.vic.gov.au/school/principals/spag/Pages/azindex.aspx>

This policy was ratified by school council in March 2022 and will be reviewed in March 2023