

PROCEDURES TO MAINTAIN STAFF REGISTER POLICY

*The Currajong School takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures, and practices meet all **Child Safe Standards as specified in Ministerial Order No. 870 (2015)***

RATIONALE

In order to comply with VRQA standards and requirements the School 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.

IMPLEMENTATION

Register of all staff

The Currajong School will keep an electronic and hard copy Register of the following qualifications of Teaching and Non- Teaching Staff.

- The Register will include dates for renewal of qualifications.
- A hard copy of the Register will be kept in the administration office.
- An electronic copy will be available on request.

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 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 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: (WWC)

A current satisfactory Working with Children Check E (Employment) is required by all Teaching Assistant staff, including casual TA staff and any workers based at The

Currajong School (such as Speech Therapists, Psychologists, Allied Health and ICT Consultants).

A current satisfactory Working with Children Check V (Volunteer) is required by those volunteers whose work is unsupervised by classroom teachers. This will also apply to the School Board who are permanent volunteers.

It is the responsibility of the Principal to ensure prior to employment that any prospective new employees are compliant with their WWC Check. (Note if a person is registered with VIT this replaces the requirement for a WWCC).

WWC are valid for 5 years from the date of issue. It is the responsibility of each non-Teaching staff member, and other workers and volunteers to ensure 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 pre-populated renewal application form will be sent to the cardholder.

FIRST AID QUALIFICATIONS

The school maintains a Register for First Aid qualifications for all staff. A member of the Leadership Team is responsible for providing information to all staff regarding the expiry date and the level of attainment for:

- CPR
- First Aid Training
- Anaphylaxis Training
- Asthma Training

A copy of all First Aid qualifications is placed in the Staff Register folder located in the administration office.

EVALUATION

This policy will be reviewed as per our three-year review cycle or more often if necessary due to changes in regulations or circumstances.

Approval date:	Approved by:	Next review:
October 2021	School Board	October 2024



The Currajong School acknowledges the traditional owners of this country throughout Australia and their continuing connection to land and community. We pay our respects to them and their cultures and to the Elders past, present and emerging.