

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. 1359 (2022)***

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.

PROCEDURE

It is the responsibility of the Principal to gather VIT or WWC cards (sight original and make a copy for staff/volunteer/contractor file), verify VIT registration (via VIT portal) or WWCC (via WWC Check Status) and record in the Register of Staff, Volunteer file or Visitor Sign in book for any person whom the School proposes to engage to perform child-connected work, including employees, volunteers and contractors.

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.

It is the responsibility of the Principal;

- to ensure prior to employment, that all prospective new teachers are compliant with VIT registration
- to ensure prior to employment, that all other staff have valid WWCC
- to ensure prior to volunteering, that all volunteers have valid WWCC
- to ensure prior to entering the school with students on-site, that all contractors have valid WWCC

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 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.

The Principal is responsible for monitoring and maintaining the currency of the register of all employees required to hold a current VIT registration. To ensure up-to-date records are maintained in the Staff Register the current VIT status of each teacher will be cross checked every six months via <https://www.vit.vic.edu.au/>.

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.

The Principal is responsible for monitoring and maintaining the currency of the register of all employees and volunteers required to hold a current WWCC. To ensure up-to-date records are maintained in the Staff Register the Check-Status of each employee and volunteer will be cross checked every six months via <https://online.justice.vic.gov.au/wwccu/checkstatus> .

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.

RELATED POLICIES

Child Safe Staff Selection Checklist, Visitor Policy, Volunteer Policy, External Providers/Consultants Protocol Policy, Child Safety Code of Conduct, Statement of Commitment to Child Safety/Child Safe Policy

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 2022	School Board	October 2025



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.