



Black Hill Primary School Procedures to Maintain Registers Policy

PURPOSE:

In order to comply with DET standards and requirements the school will document and monitor the following Registers in relation to training, qualifications and suitability of employment or volunteering to undertake certain duties.

AIMS:

- To provide a system for the recording and monitoring/updating of qualifications of staff and volunteers.
- To provide documentation to assist the teacher in charge in identifying suitably qualified staff when planning incursions, excursions and camps.

IMPLEMENTATION:

Register of all staff

- The school will keep an electronic and hard copy Register of the following 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
 - An electronic copy will be available on the admin drive
 - Original copies of all documentation will be kept in:
 - WWCC – A folder
 - VIT – Personnel files
 - First Aid – Personnel File
 - OHS – Personnel file
- **Victoria 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 Human Resources Coordinator 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.
 - 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 WCC.
 - 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 at the school (even if not employed by the school such as CRE instructors, Regional Staff).
 - A current satisfactory Working with Children Check V (Volunteer) is required by all volunteers
 - It is the responsibility of the Human Resources Officer to ensure prior employment or voluntary work that any prospective new employees or volunteers 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>
 - 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 DET First Aid Policy will be placed on the First Aid Roster.
- The school maintains a register for First Aid qualifications for all staff.
- The Principal or Nominee is responsible for providing information to a designated ES 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 qualifications expire in the next Semester are notified of this by the Human Resources Coordinator.
- A copy of all First Aid qualifications is placed in the staff member's personnel file.

- **Occupational Health and 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 on the following areas:

Evaluation:

This policy is to be reviewed as part of the school's three-year review cycle or as required due to changes in the Acts and Laws.

References:

[DET – WWC volunteers](#)
[DET – WWC Parents](#)

This policy was last ratified by School Council in:

August 2015