



Montmorency Primary School

Procedure to Maintain Registers Policy

RATIONALE

In order to comply with the Department of Education and Training (DET) 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.
- To provide documentation to assist The Teacher In Charge in the identification of suitably qualified staff when planning incursions, excursions and camps.

IMPLEMENTATION

Register of all staff

Montmorency Primary 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 U drive
- 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 Teachers, 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 to ensure that their registration is current. This information can be accessed by visiting MyVIT at <http://www.vit.vic.edu.au>

Any teacher 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: (WWC)

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 Montmorency Primary School. A current satisfactory Working with Children Check V (Volunteer) is required by volunteers who work with children, including parent volunteers who attend the school/excursions/events during school hours or operation.

It is the responsibility of the Principal and Office Manager to ensure prior to employment 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 WWCC).

WWC 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 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 DET First Aid Policy will be placed on the First Aid roster. (Level 2- First Aid) The school maintains a Register for First Aid qualifications for all staff. The Principal 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
- Asthma Training

The First Aid Co-ordinator 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. A copy of all first aid qualifications is placed in the staff member's personnel file.

Evaluation

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

This policy was last ratified by School Council on

31 October 2017