

Procedures to maintain registers policy



RATIONALE:

In order to comply with DEECD 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

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.
- A digital copy will be available and housed securely with the Personnel Manager.
- 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 Teacher and Principal Class members, including Casual Relief Teachers.

- It is the responsibility of the Personnel 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> . 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.
- Each term the Personnel Manager will complete a check of the VIT status of all teachers to ensure compliance.

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 based at our School (even if not employed by us such as the Technical Support Technicians, Regional Staff). A current satisfactory Working with Children Check V (Volunteer) is required by all volunteers.

To ensure compliance with the requirements of the Worker Screening Act 2020, Ballarat High School maintains registers of all staff and volunteers' Working with Children (WWC) Clearance details. The register includes each staff member or volunteer's:

- name
- clearance number
- expiry date

- It is the responsibility of the Personnel Manager to ensure prior to employment that any prospective new employees are compliant with their WWC Check. (Note if a person is registered with the VIT this replaces the requirement for a WWC Check).
- All contractors who work on site are required to have a WWC and will carry their cards with them at all times.
- All pre-service teachers on site are required to have a WWC and will carry their cards with them at all times.
- 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>
- Eight weeks prior to the WWC Check 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 clearance will be removed from their duties **until such time as they provide** satisfactory evidence of their clearance.
- Teachers registered with the Victorian Institute of Teaching (VIT) are exempt from holding a Working with Children clearance, unless they've been given a Negative Notice. This is because registration with VIT is only granted to people who are appropriately qualified and assessed by VIT as 'suitable to teach'.

PROCEDURE FOR MAINTAINING STAFF REGISTER

For staff, our school maintains the WWC register in eduPay. Staff have a responsibility to ensure that they have up-to-date WWC clearance or Victorian Institute of Teaching registration information entered into eduPay in line with the [Update Victorian Institute of Teaching and Working With Children Check card details](#) quick reference guide.

Ensuring staff have valid WWC clearance information

Upon engagement of a new staff member the Personnel Manager will access eduPay to check that valid WWC clearance information has been entered by the staff member.

At the beginning of each term the Personnel Manager will check eduPay for any clearances expiring that term. Where the check is expiring during the term the business manager will contact the staff member reminding them that the check is due to expire and requesting updated information be entered into eduPay.

PROCEDURE FOR MAINTAINING VOLUNTEER REGISTER

For volunteers, our Personnel Manager maintains the WWC register which is saved on our local network file.

Adding New Volunteers To The Register

Upon appointment of a new volunteer the Personnel Manager is responsible for ensuring the school's Volunteer policy is being followed, including child safety reference checks and collection of WWC clearance information, where required, as outlined below:

1. Record the relevant clearance details in the [WWC Status Checker](#), entering the volunteer's first name in the personnel number column
2. Click "Start status check" to ensure the information provided is valid
3. Request that the volunteer access their [MyCheck account](#), updating their details to include the name of the school
4. Retain a copy of the letter of confirmation provided by the Department of Justice and Community Safety, along with the child safety reference check, in the volunteer's file

Ongoing Maintenance Of The Volunteer Register

1. At the beginning of each term the Personnel Manager accesses the [WWC Status Checker](#) noting where clearances expire during the term

2. Where the check is expiring during the term the Personnel Manager will contact each volunteer reminding them that the check is due to expire and requesting updated information once it has been renewed
3. When the updated information is provided the information is entered into the [WWC Status Checker](#) and by clicking "Start status check" to ensure the information provided is valid

First Aid Qualifications:

Only staff sufficiently trained under the OHS Act 2004 and DEECD 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 staff members regarding the expiry date and the level of attainment for:

- CPR (12 months)
- First Aid Training
- Anaphylaxis Training

Staff whose First Aid qualification will 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.

Occupational Health & Safety Competencies

A spread sheet of OHS Competencies will be included as part of the Register. The Assistant Principal – School Operations will maintain the Register with details of those staff competent in the following areas:

- OHS training
- Mandatory reporting
- Workplace Harassment training

Volunteer register

- All volunteers involved in any school program, including those run off site will have their details entered on a volunteer register.
- The register contains details of the volunteers, the program they are involved in and their WWC and any other relevant qualification details.

COMMUNICATION

This policy will be communicated to our school community in the following ways

- Available publicly on our school's website
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2022
Approved by	Principal
Next scheduled review date	May 2024