

STAFF INFORMATION REGISTERS POLICY

Rationale

To comply with the Department of Education and Training (DET) standards and requirements, Whittlesea Secondary College (WSC) will maintain Staff Information Registers in relation to training, qualification and suitability of employment to undertake certain duties.

Aim

- to provide a system for the recording, monitoring and 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

- Whittlesea Secondary College (WSC) will keep an electronic and hard copy Register of the qualifications of Teaching and Education Support Staff.
 - a hard copy of the Register will be kept in a secure location in the Administration Office
 - an electronic copy will be stored and available on the Administration server
 - they will include dates for renewal
 - original copies of all documentation will be kept in a Registration Folder in a secure location.

Victorian Institute of Teaching (VIT) Registration

- Current registration is required by all Teacher and Principal Class members, including Casual Relief Teachers (CRT).
- 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 Principle 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.
- 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 (WWC Check) E (Employment) is required by all Education Support (ES) Staff, including Casual ES Staff and any workers based at Whittlesea Secondary College (even if not employed by Whittlesea Secondary College, such as the Hands on Learning team and Visiting Teachers).
- A current satisfactory Working with children Check E (for Employment) is required by those volunteers whose work is unsupervised by classroom teachers.
- It is the responsibility of the Business Manager to ensure prior to employment that any prospective new employees are compliant with their WWC Check E. (Note: If a person is registered with the VIT this replaces the requirement for a WWC Check).
- WWC Checks E are valid for five 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 [Dept Justice WWC Check](#)
- Eight weeks prior to the WWC Check E expiring, a pre-populated renewal application form will be sent to the cardholder by the Business Manager.

- Any worker or volunteer who does not have a current satisfactory WWC Check E 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.
- Whittlesea Secondary College 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 qualification expires 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 (OHS) 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 in the following areas:
 - OHS training
 - Mandatory reporting
 - Workplace Harassment training

Related Legislation and Policies

- *OHS Act 2004*
- [Dept Justice WWC Check](#)
- [DET VIT Registration](#)
- [DET First Aid Policy](#)
- [DET Anaphylaxis Guidelines](#)
- WSC Annual Risk Management Assessment
- WSC First Aid Policy

Appendices

Evaluation

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

This Policy was last ratified by School Council in: 2017