



STAFF REGISTER POLICY

Date	July 2024	Review Cycle	3 Years	Approved By	Principal
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INTERPRETER SERVICE

If you need help to understand the information in this policy please contact our college on 9741 1822 or werribee.sc@education.vic.gov.au so interpreters may be arranged via VITS or local services.



PURPOSE

In order to comply with DET standards and requirements the school will maintain the following registers in relation to training, qualifications and suitability of employment to undertake certain duties. The aim is to provide a system for the recording and monitoring and updating of staff qualifications and to provide documentation to assist the Teacher In Charge in the identification of suitably qualified staff when planning incursions, excursions and camps.

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COLLEGE MISSION AND VALUES

At Werribee Secondary College we strive for success in all the chosen endeavours of our students. We nurture the values of **respect** and **responsibility**.

We **respect**, and are **responsible** for embracing our identity and that of others; taking care of our local and global communities, and valuing the right to learn.

We respect and are responsible for our:

Learning	<i>I respect my own right to learn and that of others, and I recognise my responsibility to become a lifelong learner.</i>
Identity	<i>I respect the diverse cultures, religions, languages, beliefs, genders, sexual orientation and the specific needs of those around me. I respect my own role within this community and take responsibility to show respect for both myself and others.</i>
Community	<i>I respect the local and global communities within which I live. I understand my responsibility in protecting these communities to ensure a safe and sustainable future in which everyone feels they belong.</i>

POLICY

Register of all staff

The College 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 (First Aid etc.).
- 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 Administration Drive. (First Aid can be accessed on APTS)
- Original copies of all documentation will be kept in a Registration Folder in a secure location.

Victorian Institute of Teaching registration

All Teacher and Principal Class members, including Casual Relief Teachers, require current registration. It is the responsibility of the Human Resources Officer 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 his or her 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 WWC (Working With Children Check). 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 WWC Check E (Employment) is required by all Education Support Staff, including Casual ES Staff and any workers based at the College (even if not employed by the College such as the VET Instructors, Regional Staff etc). A current satisfactory WWC Check V (Volunteer) is required by those volunteers whose work is unsupervised by classroom teachers.

It is the responsibility of the Human Resources Officer to ensure prior to employment that any prospective new employees are compliant with their WWC. (Note if a person is registered with the VIT this replaces the requirement for a WWC). 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> and <https://www.vic.gov.au/working-with-children-check>

Eight weeks prior to the WWC expiring, a pre-populated renewal application form will be sent to the Cardholder from Services Victoria. Any worker or volunteer who does not have a current satisfactory WWC 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 qualification expire in the next Semester are notified of this.

A copy of all First Aid qualifications is placed in the register and removed to the employees file upon termination.

OH&S and Mandatory Learning Qualifications

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 (<https://www2.education.vic.gov.au/pal/ohs-induction-training/resources>)
- Mandatory reporting (<https://www.vic.gov.au/protecting-children-mandatory-reporting-and-other-obligations>)
- Workplace Bullying Training (<https://www2.education.vic.gov.au/pal/workplace-bullying/policy>)

FURTHER INFORMATION AND RESOURCES

- Recruitment in Schools
<https://www2.education.vic.gov.au/pal/recruitment-schools/overview>
- Teacher Registration
<https://www2.education.vic.gov.au/pal/teacher-registration/overview>
- Working with Children
<https://www2.education.vic.gov.au/pal/suitability-checks/policy>
- First Aid Policy
<https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/policy>