



Hampton East School

MAINTAINING REGISTERS PROCEDURE

RATIONALE

In order to comply with DET standards and requirements the school will maintain registers in relation to training, qualification and suitability of employment to undertake certain duties.

PURPOSE

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

It is the responsibility of the Business Manager to ensure all staffing registers are kept up to date at least annually.

The school will keep an electronic register containing the following information for all teaching and education support staff:

- staff full name
- Victorian Institute of Teaching (VIT) registration number
- expiry and renewal date of qualifications
- VIT category of registration (full, provisional, full registration, permission to teach).

The school will keep an electronic register containing the following information for all employees and volunteers with a Working with Children Clearance:

- staff full name
- card number
- expiry date.

The register is kept in a secure location in the general office at each campus.

It is the responsibility of the Business Manager to ensure prior to employment that any prospective new employees are compliant with their VIT or WWC Clearance. (Note if a person is registered with the VIT this replaces the requirement for a WWC Clearance).

Victorian Institute of Teaching registration:

Current Victorian Institute of Teaching (VIT) registration is required by all teacher and principal class members, including casual relief teachers.

It is the responsibility of the Business 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 Working with Children Clearance.

Provisionally registered Teachers must meet the VIT requirements to gain Full Registration within the time frame set out by the VIT.

Working with Children Clearance:

A current satisfactory Working with Children Clearance E (Employment) is required by all Education Support Staff, including Casual Education Support (ES) Staff and any workers based at the school (even if not employed by the school such as the Student Support Service Officer personnel and Regional Staff). A current satisfactory Working with Children Clearance V (Volunteer) is required by all volunteers.

It is the responsibility of the Principal to ensure prior to engagement that any prospective new employees and volunteers to have an appropriate WWC Clearance (Note if a person is registered with the VIT this replaces the requirement for a WWC Clearance).

The Business Manager will sight, verify and record all WWC Clearances. The Business Manager will also keep a register of WWC Clearances, updated each Term that includes:

- name
- card number
- expiry date.

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 in line with the Emergency Management Plan review annually.

Staff whose First Aid qualification expires in the next year 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 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.

FURTHER INFORMATION AND RESOURCES

- The Department’s Policy and Advisory Library (PAL):
 - [Volunteers](#)
- Related Policies:
 - Volunteers Policy
 - Visitors Policy
 - First Aid Policy
 - Emergency Management Plan

PROCEDURE REVIEW AND APPROVAL

Procedure last reviewed	February 2024
Approved by	Principal
Next scheduled review date	February 2025- to ensure ongoing relevance and continuous improvement, this policy will be reviewed annually.