**HEPBURN Primary School**

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**Established 1864 No. 767**

**Procedures to Maintain Registers Policy**

**Rationale**

In order to comply with DET standards and requirements the school will document and monitor the following Registers in relation to training, qualification and suitability of employment or volunteering to undertake certain activities.

**Aim**

To provide a system for the recording and monitoring/updating of qualifications of staff and volunteers. To provide documentation to assist the Person with Responsibility when planning incursions, excursion and camps to identify and choose suitably qualified staff.

**Implementation-register of all staff**

The school will keep a hard copy Register of the following qualifications of Teachers 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 Principal’s Office.

**Original copies of all documentation will be kept in:**

* WWCC/VIT folder
* First Aid training folder
* OH&S mandated training- Induction and Training Folder

**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 Principal to ensure prior 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.

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 WWCC.

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

**Working with Children Checks**

A satisfactory Working with Children Check E (Employment) is required by all Education Support Staff, including Casual ES Staff and any workers at the school (even if not employed by the school, such as Sporting Schools instructors, Regional Staff).

A current satisfactory Working with Children Check V (Volunteer) is required by all Volunteers. It is the responsibility of the Principal to ensure prior to employment that any prospective new employee is compliant with their WWCC. (Note: If a person is registered with the VIT, this replaces the requirement for a WWCC.)

WWCC 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 the Working with Children Checks website.

Any worker or volunteer who does not have a current satisfactory WWCC will be removed from their duties.

**First Aid Qualifications**

Only staff sufficiently trained under the OHS Act 2004 and DET First Aid Policy/ First Aid Summary Sheet will be placed on the First Aid Roster. The school maintains a Register for the First Aid qualifications for all staff.

The Principal or Nominee is responsible for providing information to a designated ES staff member and Teacher 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 qualification in line with the OH&S Activities Calendar.

Staff whose First Aid qualifications will expire in the next Semester will be notified / reminded of this by the Principal/ Nominee.

A copy of all First Aid qualifications is placed in First Aid folder.

**Occupational Health & Safety Competencies**

A spreadsheet of the OH&S Competencies will be included a part of the OH&S Induction and Training Register.

The Principal/ Nominee will is responsible for the maintenance of the Induction and Training Register with staff competency details.

**Review cycle and evaluation**

This policy was last updated on 19th March 2018 and is scheduled for review in 2019.

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Policy reviewed and ratified by School Council on March 4th 2018