

PROCEDURES TO MAINTAIN REGISTERS

RATIONALE

In order to comply with DET 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.

GUIDELINES

As part of the process for maintaining high standards of conduct and professionalism in the workplace, it is essential that principals/managers ensure that the Department's procedures for criminal record checks are implemented.

Verification of a satisfactory criminal record is achieved by ensuring the employment of new employees and engagement of volunteers proceeds in accordance with Department of Education and Training policy (for Victorian Public Servants), and legislative obligations pursuant to the Working with Children Act 2005 (for school based non-teaching employees and volunteers), and to the Education and Training Reform Act 2006 Part 2.6 Victorian Institute of Teaching (for principals and teachers).

The Department has developed procedures for the conduct of criminal records checks for all school based and non-school based employees, including arrangements that allow for the acceptance of the criminal records check conducted by the Victorian Institute of Teaching and Working with Children Checks (WWC) to meet the Department's pre-employment suitability for employment requirements.

These procedures apply to:

- persons employed under the Education and Training Reform Act 2006
- persons employed under the Public Administration Act 2004
- volunteers
- casual employees including casual relief teachers
- student teachers and interns
- contractors
- home-stay families

IMPLEMENTATION

Register of all staff

Thomastown West Primary 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.
- An electronic copy will be available on Sharepoint
- 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 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.au>

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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.

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 Thomastown West Primary School (even if not employed by Thomastown West Primary School such as Educational Trainees and Regional Staff). A current satisfactory Working with Children Check V (Volunteer) 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. (Note if a person is registered with the VIT this replaces the requirement for a WWC Check).

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 will be removed from their duties.

WWC and VIT Register

Thomastown West Primary School maintains a register to ensure that all staff have current VIT registration and/or WWC checks. The register is maintained by an administration ES and regularly updated.

In order to maintain a current register all teaching staff are required to provide a new registration card in October every year. A reminder is placed in the weekly bulletin from August until the end of September. The administration ES will also check the register at the beginning of every term and email staff or volunteers whose card is about to expire. The new card will be provided to the administration ES and the new details will be entered into the register.