

STAFF INFORMATION REGISTERS POLICY

RATIONALE

In order to comply with DET standards and requirements the Melba College will maintain the following Registers in relation to training, qualification and suitability of employment to undertake certain duties:

AIMS

- 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

Melba 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.
- A hard copy of the Register will be kept in a secure location in the administration offices.
- An electronic copy will be available on Compass
- Original copies of all documentation will be kept in a Registration Folder in a secure location.

Victorian Institute of Teaching registration:

Current VIT registration is required by all Teachers and Principal Class members, including Casual Relief Teachers.

- It is the responsibility of the Principal and 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 WCC.
- Provisionally registered Teachers must meet the VIT requirements to gain Full Registration within the time frame set out by the VIT.
- An electronic and hard copy register will be kept by the Business Manager.

Working with Children Check:

A current satisfactory Working with Children Check (WWCC) is required for all adults working and volunteering at Melba College as prescribed by:-

- Working with Children Act 2005 (Vic)
- Working with Child Regulations 2006
- Child Wellbeing and Safety Amendment (Child Safe Standards) Bill 2015
- Ministerial Order 870

A current satisfactory WWCC is required by all Education Support Staff, including Casual ES Staff and any workers based at Melba College (even if not employed by Melba College such as the CRE Instructors, Regional Staff).

- A current satisfactory WWCC is required by all volunteers at Melba College.
- It is the responsibility of the Business Manager to ensure prior to employment that any prospective new employees are compliant with their WWCC. (Note if a person is registered with the VIT this replaces the requirement for a WWCC).
- Any worker or volunteer who does not have a current satisfactory Working with Children Check will be removed from their duties.
- An electronic and hard copy register will be kept by the Business Manager.

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 <https://online.justice.vic.gov.au/wwccu>

First Aid Qualifications

Only staff sufficiently trained under the OHS Act 2004, OHS Regulations 2017, Worksafe Compliance Code and DET First Aid Policy will be placed on the First Aid register.

- Melba College maintains a Register for First Aid qualifications for all staff. The Principal or Assistant Principal - Compliance is responsible for collating and maintaining information of each Melba College staff member regarding the First Aid Certificate attained, the level of attainment, the First Aid Trainer and the expiry date of the First Aid training for:
 - First Aid Training (2 years)
 - CPR Training (1 year)
 - Anaphylaxis Training (2 x each year)

The Principal or Assistant Principal - Compliance 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 will be notified.
- A copy of all First Aid qualifications is placed in the staff member's personnel file.
- An electronic and hard copy register will be kept by the Business Manager.

Drivers Licence and Bus Licence

Melba College maintains a register of all staff who drive the Melba College bus on Melba College Council approved Excursions.

- Only staff who hold a correct and current Victorian Driver's License as approved by VicRoads will be eligible to drive the Melba college school bus.
- All drivers of the school bus and all drivers on official Melba College business are required to register their Driver's Licence details with the college administration and have those details placed on the Driver's Licence register.

The Principal or Assistant Principal - Compliance will check the currency of Driver's Licence details of all staff members at the beginning of each Semester.

- An electronic and hard copy register will be kept by the Business Manager.

Occupational Health & Safety Competencies

A spread sheet of OHS Competencies will be included as part of the Register. The Principal or Assistant Principal - Compliance 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
- Workplace Harassment training

RELATED LEGISLATION

- Working with Children Act 2005 (Vic)
- Working with Child Regulations 2006
- Child Wellbeing and Safety Amendment (Child Safe Standards) Bill 2015
- Ministerial Order 870
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2017
- WorkSafe Compliance Code – First Aid in the Workplace

REFERENCES

<https://www.education.vic.gov.au/school/principals/spag/community/pages/volunteers.aspx>
<http://www.workingwithchildren.vic.gov.au/home/about+the+check/>
http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubLawToday.nsf
 Department of Justice website <http://www.workingwithchildren.vic.gov.au>
<https://www.education.vic.gov.au/school/principals/spag/health/pages/firstaid.aspx>
<https://www.education.vic.gov.au/school/principals/spag/safety/pages/dutyofcare.aspx>
<https://www.education.vic.gov.au/school/principals/spag/health/pages/anaphylaxis.aspx>
<https://www.vicroads.vic.gov.au/licences/licence-and-permit-types>

RELATED POLICIES

- Melba College Philosophy
- Melba College Duty of Care Policy
- Melba College Child Safety Policy
- Melba College Child Safety Code of Conduct
- Melba College Student Engagement and Inclusion Policy
- Melba College Visitor and Volunteer Policy

EVALUATION

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

Policy Reviewed by School Council	Person Responsible for Policy	Next School Council Review
2018	Assistant Principal Compliance	2021