

STAFF INFORMATION REGISTERS

RATIONALE

In order to comply with DET standards and requirements Mansfield Secondary College will maintain the following Registers in relation to training, qualification and suitability of employment to undertake certain duties. Mansfield Secondary College has a **zero tolerance of Child Abuse**. Management and school council expect that staff (including contractors and volunteers), visitors and children are proactive in ensuring the safety of children at all times.

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.
- To ensure that all children under the care of teachers are safe from child abuse.

IMPLEMENTATION

Register of all staff

Mansfield Secondary 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 Staff Common
- Original copies of all documentation will be kept in a Registration Folder in a secure location.

Teacher Qualifications:

- A register of each teacher's qualification or the principal's attestation of teachers' qualifications.

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.edu.au>
- Any Teacher or Principal Class member whose registration lapses or is suspended will be removed from their duties.
- 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 Mansfield Secondary College (even if not employed by Mansfield Secondary College).
- A current satisfactory Working with Children Check V (Volunteer) is required by those volunteers whose work is unsupervised by classroom teachers.

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- 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>
- Any worker or volunteer who does not have a current satisfactory Working with Children Check will be removed from their duties.

First Aid Qualifications

- Only staff sufficiently trained under the OHS Act 2004 and DEECD First Aid Policy will be placed on the First Aid roster.
- Mansfield Secondary College 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 staff member's personnel file.

Child Safety Guidelines:

- Management will set a clear code of conduct for all staff members of the school community to abide by. This code is designed to clearly establish what is appropriate and inappropriate behaviour when working with children under their care.
- The college will do what is practicable to supervise, monitor and assess a job occupant's suitability for child-connected work.
- Staff will do what is practicable to manage the school environment on campus, online and at other locations to reduce the risk of child abuse
- Management will ensure the community engages in a process to regularly monitor the community's adherence to this policy

Occupational Health & Safety Competencies

A spreadsheet of OHS Competencies will be included as part of the Register. The Principal/Nominee will provide the designated 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

EVALUATION

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