

PROCEDURES TO MAINTAIN

WORKING WITH CHILDREN CHECK

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

IMPLEMENTATION

Register of all staff

Kingswood Primary 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 'T' Staff Drive
- Original copies of all documentation will be kept in staff personal file 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 Human Resources Coordinator 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.

- **Working with Children Check:**

A current satisfactory Working with Children Check E (Employment) is required by all Education Support Staff, including Casual ESO Staff and any workers based at Kingswood Primary School (even if not employed by Kingswood Primary such as the SRE Instructors). A current satisfactory Working with Children Check V (Volunteer) is required by those volunteers who help classroom teachers.

It is the responsibility of the Human Resources Officer 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 ESO 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**

The school maintains a Register for First Aid qualifications for all staff. The Principal or Nominee is responsible for providing information to staff 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 year.

- **Occupational Health & Safety Competencies**

A spread sheet of OHS Competencies will be filed at school. The Principal/Nominee will be responsible for the maintenance of the Register with details of those staff competent in the following areas:

- OHS training
- Mandatory reporting
- Workplace Harassment training
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- **References :**

[DEECD - WWC volunteers](#)

[DEECD - WWC Parents](#)

Evaluation

This policy will be reviewed as part of Kingswood Primary School's three-year review cycle.

Review

Version	Edited By / Comments	Next Review
June 2014	Finance Sub-Committee	June 2017