

STAFF REGISTERS POLICY

PURPOSE

Current Victorian Institute of Teaching (VIT) registration is required by all teachers and principal class members, including Casual Relief Teachers. Education Support staff including casual relief staff require a current Working with Children Check. It is the responsibility of the school to ensure prior to employment, that all prospective new employees are compliant with Victorian Institute of Teaching registration and ChildSafe Standards.

SCOPE

This policy relates to all the staff at St Albans Primary School.

POLICY

AIM

To provide a system for the recording, monitoring and updating of staff qualifications.

IMPLEMENTATION

- It is the responsibility of the teacher and principal class member to ensure that their registration is current. This information can be accessed by visiting MyVIT website
- Any teacher or principal class member whose registration lapses, is suspended and will be removed from their duties immediately
- Provisionally registered teachers must meet the VIT requirements to gain Full Registration within the timeframe set out by VIT
- St Albans Primary School will keep a register of ES Working With Children Checks and routinely check the Department of Justice website for compliance status for all ES
- The school will maintain a register for First Aid qualifications
- First aid qualifications will be maintained in the Occupational Health and Safety file.

FURTHER INFORMATION AND RESOURCES

<http://ww.vit.vic.edu.au>

[Visitors Policy](#)

[Volunteers Policy](#)

REVIEW CYCLE

This policy will be reviewed as part of the school's four year review cycle.

DOCUMENT STATUS

Reviewed	School Council Ratification	Next Review
School Council Meeting	October, 2018	October, 2022