



# VIT REGISTRATION POLICY

## **Rationale**

In accordance with the Child Protection Act 2005, the safety, welfare and wellbeing of children and, in particular protecting them from child abuse, is the paramount consideration in the operation of this policy and the Working with Children Check procedures

## **Aim**

The implementation of this policy is a process to prevent people who pose a risk to the safety, welfare and wellbeing of children from being employed or engaged in child related work.

## **Implementation**

### **Teaching Staff**

- All teachers employed are to be registered with the Victorian Institute of Teaching (VIT) and are to maintain current registration whilst in employment at St. Mary's.
- All teaching positions are advertised stating that applicants must hold current registration or be in the process of gaining registration.
- Contract to contain the words, "This offer of employment is conditional on you being registered with the Victorian Institute of Teaching and maintaining that registration."
- On accepting a position, the employee will be asked to provide a current VIT Registration Card. This card is to be photocopied by the Administration Manager and placed on the employee's personnel file.
- Each year a copy of the VIT Registration Card is sent to the Deputy Principal and stored in the Registry Log.
- Prior to the first teaching day of each school year, the Principal is to update the VIT Public Register.
- When a teacher is employed after the commencement of the current school year or a teacher resigns within the current school year, at that time, the VIT Public Register will be updated.
- Clause 14 of the Victorian Catholic Education Multi Enterprise Agreement 2018 will be enacted should any person not hold current VIT Registration

**Person Responsible to enact process: School Principal**

## **Procedure for managing teachers with conditions, limitations or restrictions on their registrations or permission to teach.**

- Principal will check with the VIT Register quarterly to ensure changes have been noted.
- VIT is informed if
  - any action taken against the registered teacher in response to the following allegations • serious incompetence • serious misconduct • unfitness to be a teacher • the teacher's ability to practice as a teacher is seriously detrimentally affected or likely to be seriously detrimentally affected because of an impairment • any other action that may be relevant to the teacher's fitness to teach.
  - From 1 September 2019, employers of registered teachers must also notify VIT if the registered teacher • is currently charged with, or has been convicted or found guilty of a category A offence or category B offence • has been given a negative notice.
- Principal requests regular updates related to the conditions, limitations or restrictions of the registrations or permission to teach.
- Time and professional support is given to teachers undergoing VIT registration by the Leadership Team.

## **Casual Relief Teachers (CRT)**

- Prior to being engaged in employment, VIT Registration Card is to be presented. A photocopy is to be taken and placed on a personnel file and given to the Deputy Principal who maintains the CRT
- At the commencement of each school year, prior to being engaged in teaching duties, all CRT teachers current VIT Registration status will be checked via the VIT Public Register.

**Person responsible to enact process: Deputy Principal**

## **Non-Teaching Staff**

- All non-teaching staff must apply for a Working with Children and a National Police Check prior to employment
- The National Police Check and Working with Children Card (WWC) is to be presented prior to commencement of employment. These cards are to be photocopied and placed on their personnel file.
- Record of non-teaching staff's WWC is to be added to the school's electronic database.
- At the commencement of each school year, the register is to be checked to ensure all Cards are current and to be updated as required.
- All Parish staff who work in the Administration Building are to hold a WWC. Record of Card number is to be recorded on the school's electronic database.

**Person responsible to enact process: Administration Officer**

### **External Provider**

An external provider is any person or Company that provides a service to the school and charges a Fee. An external provider would most likely not be supervised by a teacher. ie. (Tennis lessons, ICT Support, Cleaning Service)

- External Provider is to complete Memorandum of Understanding (MOU) at the commencement of the school year and attach a copy of WWC. Documents are to be placed on the School MOU file.
- Record of WWC is to be added to the school online register.

**Person responsible to enact process: Administration Officer**

### **Volunteers**

- All persons who volunteer their services to the school are to hold a valid WWC
- WWC is to be presented to the Office where a copy will be taken and filed
- WWC details are to be entered on the school's electronic database.
- Teachers or groups (i.e. Parents' Association) in the school who engage a volunteer are to check with Office staff as to the status of the WWC prior to a person being able to assist with activities.
- Register is to be reviewed at the commencement of each year. Any person with an out of date record will be contacted requesting updated WWC by the Administration Assistant.

**Person responsible for enacting process: Administration Officer**

### **Communication of this Policy**

- This Policy is available on the School Website and Staff Handbook. Reference to the requirement to hold a WWC is in the Parent Information Book.
- At the commencement of each school year, a reminder is placed in the Candela (School Newsletter) that Volunteers are to hold a current WWC.

### **Evaluation:**

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

