



Procedure

Diocese of Ballarat Catholic Education Limited (DOBCEL) Board is committed to:

- zero tolerance of child abuse;
- listening to and empowering children and young people; and
- keeping children and young people safe.

The DOBCEL Board maintains governance oversight of DOBCEL schools. DOBCEL maintains a management arm to ensure that DOBCEL schools are safe for children and young people. So that DOBCEL schools are places where children and young people can flourish.

The DOBCEL Board has particular responsibilities for safeguarding of children and young people as required by the [CHILD SAFE STANDARDS – MANAGING THE RISK OF CHILD ABUSE IN SCHOOLS Ministerial Order No. 870](#). This places accountability for managing the risk of child abuse with the DOBCEL Board. Consistent with MO870, the DOBCEL Board, requires schools governed by DOBCEL to have appropriate arrangements to regulate the conduct and decisions of school staff for the benefit of its students. These arrangements include implementing and complying with the DOBCEL Child Safe Policies and having clear and comprehensive procedures and reporting mechanisms. The objective is for the DOBCEL Board and the wider school community to be confident in the school's capacity to make and implement appropriate decisions, with child safety front of mind.

These procedures are read in conjunction with the DOBCEL Child Safe School Policy

The [Working with Children Act 2005](#) requires all employees, contractors and volunteers to obtain a Working with Children Check if they are engaged in child related work.

Child related work:

- involves contact that is direct and a part of the person's duties, and
- includes but is not limited to work at or the following activities: a school or other educational institution, accommodation services provided for students on an overseas student exchange program (including homestay), coaching or tuition services for children, publicly funded or commercial transport services for children, counselling, overnight camps, school crossing services, commercial photography services specifically for children, any work engaged in by a minister of religion unless any direct contact with children is only occasional and incidental to that person's work.

For a full list of what constitutes child related work schools should refer to section 9 of the [Working with Children Act 2005](#).

A teacher registered with VIT does not need a Working with Children Check.

A teacher whose registration is suspended is not registered and must not teach. If they are employed in a non-teaching capacity they need a Working with Children Check.

For more information about who needs to apply for a Working with Children Check, see:

- www.justice.vic.gov.au/workingwithchildren

A school can only employ teachers registered with the Victorian Institute of Teaching (VIT), or those who have permission to teach under Part 2.6 of the Education and Training Reform Act 2006.

The principal is responsible for ensuring that all staff, external providers, contractors and volunteers have either registration with the Victorian Institute of Teaching or a current Working With Children Check (WWCC).

The principal is to ensure through ongoing monitoring that all staff, external providers, contractors and volunteers are suitable to work in an environment with children and understand and follow child safety policies and procedures.

The principal ensures that all staff, external providers, contractors and volunteers provide proof of personal identity.

The principal will ensure the following requirements are met:

Teaching Staff

The VIT is responsible for the registration of teachers employed in Victorian schools.

All teachers employed to teach at a registered school must—

- (a) be registered under Division 3 of Part 2.6 of the Act or be granted permission to teach under Division 4 of that Part; and
- (b) comply with any condition, limitation or restriction of that registration or permission to teach.

(Schedule 4 clause 4 of the Education and Training Reform Regulations 2017)

Evidence requirements

There must be evidence in the form of:

- a register of teachers containing each teacher's:
 - name
 - VIT teacher registration number
 - expiry and renewal date
 - VIT category of registration (full registration, permission to teach)

All teaching staff are required to be registered with Victorian Institute of Teaching (VIT) and the school must maintain a copy of the VIT register for the teaching staff employed by the school.

All teachers are required to provide proof of personal identity. As the VIT registration card does not provide photo identification all teachers are to provide the school (upon employment or as requested by the principal) with current photo identification (copy of Drivers Licence or Passport is recommended).

It is the teacher's responsibility to ensure that their registration is current.

It is the principal's responsibility:

- to ensure that teachers are at all times registered with VIT and that applicants for teaching positions hold current registration prior to appointment.
- to ensure that the VIT electronic register is accessed via the VIT Employer login and a check is undertaken to ensure that registration is current. A copy is to be printed or saved on the school network at the start of the Academic Year to provide proof that a register is maintained. The register is to contain the teacher's name, VIT teacher registration number, expiry and renewal date and VIT category of registration. An administration officer can assist in maintaining the school register and will inform the principal immediately if a registration is not current. The officer can also inform the principal and the relevant worker if their VIT is about to expire.

OR

- to ensure that all teaching staff provide a copy of their current VIT card to the school Principal and that a copy of such is retained on file. In addition a register of VIT registered staff is to be maintained by the principal. The register is to contain the teacher's name, VIT teacher registration number, expiry and renewal date and VIT category of registration. An administration officer can assist in maintaining the school register and will inform the principal immediately if a registration is not current. The officer can also inform the principal and the relevant worker if their VIT is about to expire.
- the principal will advise the DOBCEL Executive Director if any staff member is stood down as a result of not holding current VIT registration.

If a teacher employed at the school does not have current registration

- they must be stood down until they can meet the inherent requirements of the position (ie. Registration)

Teachers who hold provisional registration with the VIT who are new to the profession and/or have not yet practised as a qualified teacher in an Australian or New Zealand school, and/or are returning to the teaching profession after an absence of five or more years, will undertake a two year graduate induction program to allow them to meet the standards at the Proficient Teacher level.

Staff who hold Permission to Teach must follow all the professional obligations and responsibilities of a teacher and must be supervised as per VIT requirements. Note that this form of registration is limited to a maximum of 3 years.

The principal (or delegate) will meet with teachers with conditions, limitations or restrictions on their registration to implement a plan to manage such conditions, limitations or restriction. A copy of the plan will be retained by the school.

All Other Staff

All other school staff, external providers, contractors, clergy, religious and volunteers.

There must be evidence of:

procedures to ensure that all employees and volunteers required to do so by the Working with Children Act 2005 have a current Working with Children Check

- a register of employees and volunteers with a Working with Children Check which includes each employee's:
 - name

- card number
- expiry date.

A current satisfactory Working with Children Check (WWCC) E (Employment) is required by all staff (other than teaching staff), external providers, clergy, religious and contractors (such as trades people).

A current satisfactory Working with Children Check (WWCC) V (Volunteer) is required by those volunteers who assist in the school environment such as in the classroom, excursions and camps, sporting events, maintenance and canteen.

The volunteer is responsible for applying for or updating their WWCC to indicate that it will include volunteering at the relevant DOBCEL School.

A National Police Check may also be required depending on the nature of the work or scope of volunteering.

It is the responsibility of each staff member, and other workers and volunteers to ensure that their registration is current.

It is the responsibility of the principal or delegate:

- to ensure prior to employment or provision of service that any prospective new employees or external providers and contractors or volunteers are compliant with their WWCC. (Note if a person is registered with the VIT this replaces the requirement for a WWCC Check however the school is to be provided with current photo identification in addition to VIT card).
- to ensure that an electronic register of WWCC is maintained on the school administration system. An administration officer can assist in maintaining the school register and will inform the principal immediately if a registration is not current. The officer can also inform the principal and the relevant worker if their WWCC is about to expire.
- the principal will advise the DOBCEL Executive Director if any staff member is stood down as a result of not holding current WWCC registration or issued with an Interim Negative Notice or a Negative Notice.

Any staff member (other than teaching staff), clergy, religious or volunteer who does not have a current WWCC must be removed from their duties.

Any staff member (other than teaching staff), clergy, religious or volunteer who holds a WWCC who is issued with an Interim Negative Notice or a Negative Notice must be removed from their duties.

The school will not engage any person whose WWCC has expired or is subject to an Interim Negative Notice or a Negative Notice.

Supporting documents

[DOBCEL Child Safe School Policy](#)

[Working with Children Act 2005](#)

[Education and Training Reform Regulations 2017](#)

[Education and Training Reform Act 2006](#)