|  |  |
| --- | --- |
| **Description: S:\Consistent Practice and Support\(DET) Insignia Blue Left Aligned.jpg** | Children’s Services – Staff Record  ***Children’s’ Services Act 1996*, Children’s Services Regulations 2009** |

The requirements for staff records are prescribed in section 32B of the *Children’s Services Act 1996*, regulation 28 (Enrolment and other documents) and in regulation 38 (Matters to be recorded in the staff record) of the Children’s Services Regulations 2009.

Name of children’s service: Licence ID:

# Staff details

Title Family Name Given names Date of Birth

Unit number Street number Street Name

Suburb/Town State Postcode

Phone number**\*** Mobile number\* Date of employment or engagement**\***

# Determination of fit and proper person\*

Please include date of ‘fit and proper determination’ conducted by the Department of Education and Training or the date of licensee assessment (if applicable)

Date assessed Person Identification Nos (if known) Regional Office (if applicable)

# Relevant qualifications

|  |  |  |
| --- | --- | --- |
| **Qualifications or Training** | **Name of qualification(s)** | **Dates completed** |
| Relevant qualifications or certificates of completed  training. |  |  |
| Anaphylaxis training | Administration of adrenaline auto-injection device (EpiPen®) (list dates of training). |  |
| Anaphylaxis management *(insert course code)* |  |
| First aid training |  |  |
| Cardio-pulmonary resuscitation (CPR) Training  (list dates of training) |  |
| Asthma ban**\*** | Asthma ban number |  |

*Sections marked with* ***\**** *are not required by regulation*

Attach a copy of any relevant early childhood qualification and other training certificate including anaphylaxis management and first aid training certificates



# Hours of work

Full time Part time Casual

What days and hours does the staff member typically work?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| Start |  |  |  |  |  |
| Lunch |  |  |  |  |  |
| Finish |  |  |  |  |  |

# Details of Criminal History Checks Assessment notice

Regulation 70 requires the licensee or primary nominee to read a current assessment notice (Working with Children Check) before a person becomes an employee or is engaged as a staff member. Teachers

registered with the Victorian Institute of Teaching (VIT) are not required to have a Working with Children Check (regulation 70(6)) as long as the licensee or primary nominee has checked the VIT register.

**Details of the current assessment notice** (Working with Children Check [WWC Check]) **(if applicable)**

Type of Assessment Notice (WWC Check) *(please tick)* Employee Volunteer

Assessment notice reference Date of Assessment Expiry Date

Date assessment notice was read by the Licensee or Primary Nominee Date currency verified

Name of person who read and verified the assessment notice

Position (Licensee/Licensee Representative/Primary Nominee)

## Additional on line checks conducted to verify currency of assessment notice

Date currency verified Name of person who verified the assessment notice Position

Date currency verified Name of person who verified the assessment notice Position

Date currency verified Name of person who verified the assessment notice Position

Date currency verified Name of person who verified the assessment notice Position

An assessment notice or volunteer assessment cannot be issued for the person because of the person’s age; and the person cares for or educates children at the children’s service only under the immediate supervision of the proprietor or a qualified staff member of the service.

## Details of Victorian Institute of Teaching (VIT) registration (if applicable)

VIT registration number

Date the register was checked and person’s registration verified

Name of person who read and verified the assessment Notice or VIT registration

Position (Licensee/Licensee Representative/Primary Nominee)

## Additional on line checks conducted to verify currency of VIT registration

Date currency verified Name of person who verified the assessment notice Position

Date currency verified Name of person who verified the assessment notice Position

**Details of the current criminal history notification** (Police Records Check/National Police Certificate) **for persons assessed by the Department as fit and proper persons to manage or control the service**

A criminal history notification is required when the Secretary or Delegate assesses the licensee, licensee representative, primary nominee or approved nominee as a fit and proper person to manage or control a children’s service. A criminal history notification will be required at a least once in a five year period.

Name of police force which issued the notification Reference Number Date of Issue

Date notification was read and considered by the Licensee or Primary Nominee

Name of person who read and considered results of criminal history notification

Position (Licensee/Licensee Representative/Primary Nominee)