

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Unit number	Street number	Street Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Suburb/Town	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

Phone number*	Mobile number*	Date of employment or engagement*
<input type="text"/>	<input type="text"/>	<input type="text"/>

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)
<input type="text"/>	<input type="text"/>	<input type="text"/>

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 (<i>insert course code</i>)	
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)