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| **Description: S:\Consistent Practice and Support\(DET) Insignia Blue Left Aligned.jpg** | Children’s Services – Staff Record Visiting early childhood intervention staff member ***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 personal details

Title Family Name Given names Date of Birth

Unit number Street number Street Name

Suburb/Town State Postcode

Phone number\* Mobile Number\*

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

## Assessment Notice/VIT Registration

Regulation 70(4) requires the licensee or primary nominee to read a current assessment notice (Working with Children Check) for each visiting early childhood intervention 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)**

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

### 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