

# 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                             |
| <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |
| Unit number                               | Street number                             | Street Name                               |                                           |
| <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |                                           |
| Suburb/Town                               |                                           | State                                     | Postcode                                  |
| <input style="width: 100%;" type="text"/> |                                           | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |
| Phone number*                             | Mobile Number*                            |                                           |                                           |
| <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |                                           |                                           |

*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                               |
| <input style="width: 100%;" type="text"/>                          | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |
| Date assessment notice was read by the Licensee or Primary Nominee |                                           | Date currency verified                    |
| <input style="width: 100%;" type="text"/>                          |                                           | <input style="width: 100%;" type="text"/> |
| Name of person who read and verified the assessment notice         |                                           |                                           |
| <input style="width: 100%;" type="text"/>                          |                                           |                                           |
| Position (Licensee/Licensee Representative/Primary Nominee)        |                                           |                                           |
| <input style="width: 100%;" type="text"/>                          |                                           |                                           |

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

|                                           |                                                   |                                           |
|-------------------------------------------|---------------------------------------------------|-------------------------------------------|
| Date currency verified                    | Name of person who verified the assessment notice | Position                                  |
| <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/>         | <input style="width: 100%;" type="text"/> |
| Date currency verified                    | Name of person who verified the assessment notice | Position                                  |
| <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/>         | <input style="width: 100%;" type="text"/> |

**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