Human Resources Policy

Muhammadiyah College Australia

Endorsed	19/09/2021
Endorsed by	Board of Directors
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1. College Philosophy

1.1. Our Vision

The vision of Muhammadiyah Australia College is to become a centre of excellence in which Islamic values and Australian education are integrated and delivered in a safe, supportive, inclusive and peaceful environment.

1.2. Our Mission

The mission of Muhammadiyah Australia College is to foster learning and spiritual development in an environment where students can realise their full potential as citizens so that they can meaningfully contribute to society. The College works towards developing students as global citizens with the capacity to engage in meaningful work, embrace and respect society's laws and norms, and to make a personal contribution to civil society.

1.3. Our Values

1. Faith (Eeman) – nurturing the correct practice of Islam according to Al Quran and Sunnah
2. Respect (Akhlaq) – promoting respectful and positive relationships
3. Excellence (Ihsan) – encouraging the pursuit of excellence in all aspects of life
4. Innovative (Tajdid) – learning from real life problems and seeking creative solutions
5. Entrepreneurship (Amal) – developing skills and confidence required in a competitive market, and
6. Enlightenment (Tanwir) – encouraging contribution by all for the betterment of the community.

1.4. Our Objectives

1. Provide quality, meaningful and relevant education to students in accordance with the Australian Curriculum content and standards
2. Provide education that emphasises the importance of place that includes recognition of the Traditional Owners of the land
3. Provide quality, meaningful and relevant Islamic education for students as part of the curriculum and extra-curricular activities.
4. Create a positive and safe learning culture and environment inside and outside of the College hours by engaging the broader community
5. Challenge students intellectually, spiritually, mentally and physically with extensive opportunities to help them achieve their full potential, and
6. Prepare students to become upstanding citizens who embody the values of Islam in fashion that contributes to the broader Australian community

1.5. Our Motto

Accomplishment through faith and knowledge.

2. The purpose of Human Resources Policy

The Human Resources Policy of the College addresses staffing. The policy and procedures described in this document work towards ensuring that College staff are managed in a manner consistent with the core values of the College and consistent with legislative requirements.

The policy and procedures for teaching and support staff described in this document informs the management of staff for the College including

- staff recruitment and selection
- staff induction
- day-to-day management of staff
- staff professional development
- staff performance management

2.1. The Role of the Human Resources Committee

Responsibility for the College's Human Resources Policy rests with the College Board. The Board may establish a Human Resources Committee or similar as a standing committee of the College Board. This committee provides advice to the College Board on human resources policy and advice to the College Principal on the implementation of human resources policy. The membership of the Human Resources Committee is determined by the College Board.

2.2. VRQA requirements

The College's Human Resources Policy, and the work of the Human Resources Committee, primarily addresses the following VRQA requirements. Support policy areas are also shown.

VRQA Code	Requirement description
C.4.1.v	The school's: current register of staff trained in first aid (a pro forma is acceptable)
C.4.2.i	A school's policies and procedures for ensuring all staff understand: • mandatory reporting • the failure to disclose offence • the failure to protect offence. These offences are explained in Appendix 1 of the Guidelines.
C.4.3.i	A schedule for monitoring and removal of materials that may be easily ignited including branches overhanging buildings, debris and rubbish around and under buildings, including gutters, and dry grass and vegetation.
C.4.3.iii	Evidence that: the building exits will continuously be kept clear of obstructions
C.5.1.i	A register containing each teacher's: • name • Victorian Institute of Teaching (VIT) registration number • expiry and renewal date of the teacher's registration

	● VIT category of registration (full registration, permission to teach).
C.5.1.ii	Procedures for maintaining the register of teachers
C.5.1.iii	Procedures for managing teachers with conditions, limitations or restrictions on their registration or permission to teach.
C.5.2.i	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 (WWCC).
C.5.2.ii	A register of employees and volunteers with a WWCC which includes each employee's: ● Name ● Card number ● Expiry date.
C.5.2.iii	Procedures for maintaining the register.
C.6.1.v	Policy and procedures to ensure the school complies with the Occupational Health and Safety Act 2004.

The College's Human Resources Policy, and the work of the Human Resources Committee, also supports other policy areas meeting the following VRQA requirements.

C.4.1.iii	The school's policies and procedures for: appropriate arrangements for on-site supervision of students
C.4.1.iii	The school's policies and procedures for: appropriate arrangements for supervision of students when engaged in off-site activities and which include consideration of the risk of bushfire in the activity location (refer to bushfire section for further details)
C.4.5.i	The school's policy and procedures to: ● check and record the daily attendance of all students ● monitor attendance twice daily and identify absences from school or class ● identify the person(s) with responsibility for monitoring daily attendance ● follow up unexplained absences on the day of a student's absence ● notify parents and guardians of unsatisfactory attendance ● maintain current contact details for parents and guardians ● accurately record attendance on student files

2.3. Other requirements

The College's Human Resources policy also addresses the employment of bus drivers for the College.

3. Expectations of staff

All College staff are expected to be committed to the Vision and Mission of the College and to enact the core values of the College in their professional practice. College staff are also expected to be responsive to the needs of the College Community and to actively participate in decision-making by contributing to various forums including the Committees of the College Board.

3.1. Expectations of teaching staff

All College teaching staff are expected to

- Plan and implement relevant and engaging teaching programs for their students
- Provide students with a safe environment in accordance with the child safety standards
- Monitor, evaluate and report student progress in a manner consistent with College Policy
- Implement strategies to achieve targeted student learning outcomes
- Maintain records of class attendance and recording student progress
- Implement effective student management consistent with College policy
- In their first year of teaching work with a mentor to participate in professional development planning implementation and reflection and developing a professional portfolio

The College Principal, as the College grows and in collaboration with relevant staff, may assign additional responsibilities and expectations to teachers including:

- Contributing to the College's curriculum and pedagogical practice to ensure that the needs of all students are met
- Modelling exemplary classroom practice and engage in critical reflection of their practice and to support other College staff to expand their capacity
- Providing expert advice to College staff about the content, processes and strategies that will shape individual and professional learning
- Supervising and training one or more pre-service teachers
- Assisting other College staff to use student data to inform teaching approaches that enable targets related to improving student learning outcomes to be achieved
- Supervising student activities including support and welfare programs ● Contributing to co-curricular programs
- Managing and supervising a team of teachers in the planning, implementation and review of teaching and learning programs according to the College's strategic plan
- Leading the development of curriculum policies and programs
- Managing the supervision of pre-service teachers
- Co-ordinating the development and implementation of the College curriculum
- Managing a year level or learning area
- Managing a specialist function, such as sport, careers, student welfare, excursions, or camps
- Developing and managing school transition programs as it relates to Foundation Year and/or Year 6 to Year 7 transition as these become appropriate for the school
- Assisting the College Principal with the performance of specific functions described in the Office of the Principal

3.2. Expectations of support staff

College support staff are expected to

- Provide support for teachers
- Provide a child safe environment in accordance with the child safety standards

The College Principal, as the College grows and in collaboration with relevant staff, may also assign additional responsibilities and expectations to support staff including

- Performing routine administrative activities
- Providing basic physical and emotional care for students
- Assisting with the coordination and planning of student routines
- Providing routine customer service tasks such as reception and providing straightforward advice about the school
- Providing routine support tasks with respect to grounds and school maintenance
- Providing coordinated support to teachers and educational programs
- Providing medical intervention support to students
- Supporting financial and budgetary processes
- Coordinating and preparing routine school communication
- Manipulating data and information and preparing documentation and basic reports
- Using specialised knowledge in a specific functional area including risk assessment such as for a science laboratory, information technology support, and library support
- Providing training and instruction with respect to technical systems or scientific processes
- Preparing experiments or use of equipment and conducts demonstrations, where required, under direct supervision.
- Coordinating a range of functions, such as finance, human resources and other support areas that contribute significantly to the business management function within the College
- Managing the delivery of a service or function such as the College finances, the library, and human resources
- Advising teachers and students on aspects of information technology and use in the school
- Providing operational leadership and strategic planning with respect to professional service delivery
- Providing complex professional reports requiring in-depth factual analysis, including assessments and recommendations for consideration by others
- Coordinating delivery of a range of support services across the College involving a range of work areas
- Managing the development and effective operation of the computer systems within the College
- Formulating and supervising experimental and professional development programs for colleagues or other staff involved in the scientific or technical field
- Managing the delivery of professional support service in the College, including the development of policy and operational practices that will guide the work of others, including teachers
- Providing leadership, training and development for others in the adaption and application of professional fields
- Undertaking advanced interventions in dealing with particularly complex cases that may require cross-profession or agency collaboration
- Developing and implementing key policy initiatives in a school or group of schools
- Providing a child safe environment in accordance with the child safety standards
- Managing delivery of the College budgetary, administrative and operational targets
- Developing and implementing operational policy and strategies and resource allocation
- Initiating new developments in policy, practice and precedent

3.3. Mandatory reporters (to be read in conjunction with the College Mandatory Reporting Policy)

Staff employed as teachers, principals, registered medical practitioners, and nurses are considered as mandatory reporters under the Children, Youth and Families Act 2005.

All adults who work with children are obligated to report to Victorian Police when they reasonably believe that a sexual offence has been committed by an adult against a child under the age of 16

The induction of staff deemed as mandatory reporters will include obligations on mandatory reporting and the College Principal will ensure that all College mandatory reporters are trained annually on their obligations.

Mandatory reporters who fail to comply with reporting requirements may be committing an offence under the Children, Youth and Families Act 2005.

4. Recruitment of staff

The procedures addressing the recruitment of staff to a new or existing role are designed to ensure that

- the College budget is sufficient to meet the salary of a new staff member
- that the role for which the new staff member is recruited is consistent with the needs of the College
- that the new staff member has the appropriate qualifications for the role
- that the new staff member is appropriately supported by the College to carry out their duties in their role consistent with the needs and obligations of the College

4.1. Workforce structure

The College Principal will propose the number of staff and types of positions to be employed by the College to the College Board. The College Board takes into consideration the proposal by the Principal and makes the decisions based on the need analysis and allocated budget.

The College Board to be involved in the final interview and make final decisions for all of leadership positions. The leadership positions are:

1. Vice Principal
2. Business Manager
3. Religious Coordinator

The College also actively engages the broader community through volunteer programs. The College Principal is responsible for defining roles for which volunteers will be recruited.

4.1.1. Staff positions

The College Principal is responsible for recruiting and selecting staff to fill the staffing positions. The College Principal maintains a register of positions at the College that includes the names of staff allocated to those positions. This register of positions at the College is maintained in conjunction with the College Register of Teachers and the Working with Children Register for volunteers and support staff.

 (See Appendix IV - College Staff Position Register)

4.1.2. Volunteer positions

The College Principal determines the volunteer roles for the College. The College Principal maintains a register of volunteer roles for which volunteers can be recruited. The College Volunteer Roles Register is maintained in conjunction with the register of teachers and the Working with Children Register for volunteers and support staff.

4.2. Creating new positions

The College Principal creates new staffing positions and position descriptions for the College. The position description must include:

- the role context
- the role purpose
- the expectations for the role
- the responsibilities for the role
- selection criteria
- the salary range
- any compulsory requirements for the role, which ○ for a teaching role must include registration with the Victorian Institute of Teaching ○ for a support staff role must include a Working with Children Check

4.3. Selection and recruitment to a vacant position

When a staffing position becomes vacant, the College Principal is responsible to fill the position consistent with the staffing needs of the College and following the Staff Recruitment Policy. The position description must include:

- the role context
- the role purpose
- the expectations for the role
- the responsibilities for the role
- selection criteria
- the salary range
- any compulsory requirements for the role, which ○ for a teaching role must include registration with the Victorian Institute of Teaching ○ for a support staff role must include a Working with Children Check

The recruitment procedures and selection process as outline in the Staff Recruitment Policy include:

- establishing a selection committee
- advertising the vacancy
- shortlisting applicants
- interviewing shortlisted applicants
- making suitable referee and qualification checks
- identifying one or more recommended candidate

4.4. Support and supervision for teachers who are provisionally registered by VIT

Provisional registration is for teachers who fall into one of these four categories:

- **graduate teachers** who are about to or have already graduated from an initial teacher education (ITE) or early childhood (EC) program and are ready to commence teaching in Victoria.
- **early career teachers** who have completed their studies interstate or overseas who may have spent a limited amount of time in the classroom at an Australian or New Zealand school or early childhood setting, or have yet to teach
- **returning teachers** who are experienced teachers, but had ceased their teacher registration five or more years ago and now wish to return to teaching

- **experienced teachers returning from overseas** who have ceased their Victorian registration and practiced as a teacher internationally (outside of Australia and New Zealand) for the last five or more years.

In order to support provisionally registered teachers employed by the College to attain their full registration, Muhammadiyah Australia College will:

- pair up them with an experienced, fully registered teacher who can supervise and provide professional observation and feedback on:
  - the teaching practice,
  - the ethical standards of conduct and practice necessary for establishing ongoing fitness to teach, and
  - the ability to demonstrate appropriate professional boundaries with students.
- set up a workplace panel chaired by the Principal to assess documented evidence of practice and make a determination whether the teacher has met the standards and their descriptors at the Proficient Teacher level.
- complete a recommendation report to VIT.

4.5. Employing a Paraprofessional

A paraprofessional can be employed in response to a classroom teacher vacancy or to cover special roles in the college's extra-curricular activities. The College Principal will determine the roles and responsibilities of a paraprofessional consistent with any specific limitations, restrictions or conditions determined by the Victorian Institute of Teaching in granting that person permission to teach.

Unless the Victorian Institute of Teaching has determined otherwise a paraprofessional with permission to teach must be under the general supervision of a registered teacher. General supervision includes:
- oversight of the planning and implementation of class programs,
- and professional support with regard to:
  - Teaching methods/practices;
  - Student welfare;
  - Assessment procedures and related matters.

They must hold a current Working With Children Card (in line with the new Worker Screening Act 2020) and provide a child safe environment in accordance with the child safe standards.

4.6. Induction of new College Staff

The procedure for the induction of new staff is to ensure that staff
- are aware of their professional obligations in relation to ○ core values of the College
  - statutory obligations associated with the role, including mandatory reporting, failure to disclose offence, failure to protect offence and the grooming offence
  - other legislative requirements
- are included on relevant registers
  - College teaching register
  - College Working with Children Check register
  - College First Aid register
  - College Bus Driver register

- are made aware of Occupational Health and Safety obligations, including emergency and lockdown procedures
- are made aware of various College procedures
  - attendance monitoring
  - rules for appropriate supervision, off-site and on-site
  - first aid
  - emergency procedures
  - meeting schedules

When a new staff member commences employment, the College Principal will

- create a staff file for maintaining a record of o recruitment information, including:
  - date of starting employment
  - copies of evidence of various registrations, including VIT and WWCC
  - performance developments report created during employment
  - termination information, including date of ceasing employment
- ensure that the new employee is inducted into the new workplace by o being made aware of relevant professional requirements
  - being made familiar with the college buildings and grounds
  - being introduced to existing staff and the student body
- at the next appropriate student assembly to students
- at the next appropriate staff meeting to other staff
  - being made aware of relevant processes and procedures at the College
  - has details entered on relevant registers

(See Appendix I – Staff induction checklist)

4.7. Induction of Volunteers

College Volunteers undergo induction similar to College Staff (6.5) and relevant to their Volunteer role.

(See Appendix III – Volunteer induction checklist)

5. Termination of staff

When a staff member ceases employment at the College, the College Principal ensures that the employee is removed from relevant registers and that their employment file is appropriately and securely archived.

Registers to be checked upon termination include:

- the College Teacher Register
- the College Working with Children register
- the College First Aid Staff register
- The College Bus Driver register

6. The Performance management and professional development of College staff

The policy and procedures for the performance management are for ensuring that College Staff:

- are aware of the requirements for mandatory reporting and related developments
- are aware of developments in the College Curriculum, including
  - curriculum content

- o relevant state and national standards
- o developments in centralised data collection, including NAPLAN
- o evidence of lesson planning and preparation
- o capacity to identify and establish challenging and achievable learning goals for individual students
- o capacity to identify students at risk and low performing students
- o capacity to establish suitable targets to the student at risk and to develop strategies to support those students
- o evidence of assessment and reporting practices which includes o supportive feedback to students to facilitate learning
- o summative feedback for reporting outside of the classroom to support
- o school-based curriculum planning
- o informing parents
- o reporting in a manner that provides parents with an opportunity to participate in their child's learning
- o a gentle approach towards student feedback that enables students to develop cognitively, socially and personally

6.1. General professional development for College Staff

The College Professional Development Coordinator, under the guidance of the College Principal, is responsible for developing an ongoing professional development program to be delivered through meetings of College Staff, student-free days, and in-service professional development. The professional development program will ensure the College needs are addressed around

- mandatory reporting
- delivery of College Curriculum, including assessment and reporting
- implementing the College Welfare and Discipline Policy
- occupation health and safety
- emergency preparedness

6.2. Performance management of College Staff

College Professional Development Coordinator, under the guidance of the College Principal, is responsible for ensuring that the professional practices of College Staff align with policies and procedures of the College. Performance management takes into consideration the qualifications and experience of the staff member, the role or roles that the individual staff member is assigned, and relevant conditions arising from VIT registration.   Professional practices to be addressed during performance management processes will include:

- career aspirations
- staff personal professional development needs
- staff welfare
- mandatory reporting
- delivery of College Curriculum, including assessment and reporting
- implementing the College Welfare and Discipline Policy
- occupation health and safety
- emergency preparedness

(See Appendix II – College Staff Performance Management Checklist)

7. The College Teacher Register

The procedures for maintaining the College Teacher Register is to

- ensure that all teaching staff at the College have appropriate registration
- assist with the management of teaching staff, and to ensure that teaching staff are only assigned to duties consistent with their registration

7.1. Establishing the College Teacher Register

The College Principal is responsible for maintaining a register of all positions at the College and all registered teachers employed at the College. The register includes

- the full name of the teacher
- VIT registration number
- expiry and renewal date of the teacher's registration
- VIT category of registration (full registration, permission to teach)
- any conditions or restrictions placed on the teacher by the VIT
- the position to which the teacher is assigned

(See Appendix VI for teaching register proforma)

7.2. Conditions, Restrictions and Responsibilities

The College Principal is responsible for ensuring that teaching staff are only assigned responsibilities that are consistent with any VIT teacher registration conditions and restrictions.

7.3. Maintaining the College Teacher Register

Teachers will be added to or removed from, the College register of teachers in accordance with the staff induction procedures (6.5) and staff termination procedures (7) as described in this document.

Teachers employed by the College are required to notify the College Principal as soon as they become aware of any changes pertaining to their teacher registration so that the College Principal can amend the register of teachers as appropriate.

The College Principal will amend the register of teachers, and take any further action as appropriate when they become aware of changes to the registration of any teacher at the College.

8. The College First Aid Officer Register

The procedures for maintaining a register of First Aid Officers ensure that

- all students, teachers, support staff, and school visitors are safe and appropriately cared for
- the College meets its obligations under the Occupational Health and Safety Act 2004

(See Appendix IX for the College First Aid Officer Register - proforma)

8.1. Number of First Aid Officers

The College maintains an appropriate level of first aid support through a first aid room, first aid kits, and trained First Aid Officers. The College Occupational Health and Safety Officer is responsible for advising the College

Principal on an appropriate level of resources in the form of first aid kits and First Aid room resources. The College Occupational Health and Safety Officer also assists the College Principal in determining an appropriate level of first aid officers for the College.

The College Occupational Health and Safety Officer takes into consideration the needs of the College Community and the requirements under the Occupational Health and Safety Act 2004 when determining the appropriate number of First Aid Officers.

8.2. Training of First Aid Officers

When the College Occupational Health and Safety Officer identifies that the minimum number of First Aid Officers is not being met, or is at risk of not being met, the College Occupational Health and Safety Officer informs the College Principal who is responsible for ensuring that extra staff are trained as First Aid Officers.

8.3. Establishing a First Aid Officers Register

The College Principal is responsible for maintaining a register of First Aid Officers at the College. The First Aid Officers Register includes

- the full name of the staff member
- Either Victorian Institute of Teaching (VIT) registration number or Working with Children Check card number, and:
    - Certificate number
    - expiry date
- First Aid Qualification
- Completed First Aid trainings
- Completed Anaphylaxis Management Training
- Any further relevant information ○ areas of expertise or additional qualification
    - part-time or full-time status
    - days of week normally attending the College

(Appendix IX - for College First Aid Officer Register)

9. Working with Children Check for support staff and volunteers

Working with Children Check guidelines will follow the newly introduced The Worker Screening Act 2020 which came into force on 11 February 2021. The procedures for maintaining the College Working with Children Check Register is to:

- ensure that all support staff and volunteers at College are of good character and suitable to work with children
- ensure that the College complies with legislation related to the Working with Children Check

9.1. Establishing the College Support Staff Register

The College Principal is responsible for maintaining a register of all support staff positions and support staff employed. The College Principal is also responsible for ensuring that all support staff employed at the College have valid Working with Children Check cards.

The College Principal is responsible for maintain register of support staff that includes

- the full name of the support staff

- the College position number
- the Working with Children Check card number
- the Working with Children Check expiry date

(See Appendix VII – College Support Staff Register)

9.2. Maintaining the College Support Staff Register

Support staff will be added to or removed from, the College Support Staff Register in accordance with the staff induction procedures (6.5) and staff termination procedures (7) as described in this document.

The College Principal will amend the College Support Staff Register, and take any further action as appropriate when they become aware of changes to a support staff's Working with Children Check status.

9.3. Establishing the College Volunteer Register

The College Principal is responsible for maintaining a register of all volunteer roles and volunteers. The College Principal is also responsible for ensuring that all volunteers at the College have valid Working with Children Check cards.

The College Principal is responsible for maintaining the register of volunteers that includes

- the full name of the volunteer
- the College Volunteer Role
- the volunteer's Working with Children Check card number
- the volunteer's Working with Children Check expiry date

(See Appendix VIII – College Volunteer Register)

9.4. Maintaining the College Volunteer Register

A member of the broader community can only become a volunteer at the College if they have the skills and experience relevant to a College Volunteer Role and have a valid Working with Children Check card.

When approached by a potential volunteer, the College Principal will check the suitability of the potential volunteer and their Working with Children Check card. Once the College Principal has determined the potential volunteer suitable the volunteer can be added to the College Volunteer Register.

The College Principal will amend the College Volunteer Register, and take any further action as appropriate when they become aware of changes to a volunteer's Working with Children Check status.

The College Principal will review the College Volunteer Register annually and remove from the College Volunteer Register volunteers who are considered no longer active.

10. Approved Contractor List

The purpose of the approved contractor list is to

- assist in the management of persons who work on school grounds but are not engaged in child-related work and therefore exempt from the requirement to have a valid Working with Children Check
- ensure the Occupational Health and Safety of contractors visiting the school

10.1. The responsibility of the College Principal for the College Approved Contractor List

The College Principal is responsible for establishing and maintaining a list of approved contractors for carrying out duties as required.

The College Principal is responsible for ensuring that when contractors from the approved list work at the school, and where the contractor has not provided evidence of a Working with Children Check, that he is not able to engage with students at the College and that when the contractor is required to work in the vicinity of students that a College Staff member is present at all times.

The College Principal, in collaboration with the College Occupational Health and Safety Officer, is responsible for any contractor to be inducted in relevant occupational health and safety procedures that may apply to their work including exposure to risks and hazards related to asbestos, chemicals, electricity, plant and equipment.

The approved contractor list includes

- the full name of the contractor
- the duties the contractor is generally engaged to perform (e.g. plumbing)
- the contractor's employer and contact details
- the contractor's contact details
- Public Liability Insurance cover

(See Appendix XI – College Approved Contractor List)

10.2. Maintaining the Approved Contractor List

When engaging an external contractor to perform work on the College Grounds, the College Principal will ensure that the contractor is listed on the Approved Contractor List and inducted in any occupational health and safety procedures that apply to their work on the College Grounds.

Contractors may be removed from the Approved Contractor List at the discretion of the College Principal or in the process of Annual Register Review.

11. The College Bus Driver Register

The procedures for maintaining a Bus Driver Register ensures that the College has sufficient qualified Bus Drivers to meet its needs for transporting students between home and school and transporting students to off-site activities. Maintenance of the Bus Driver Register also ensures that the

- the College meets its obligations under the Transport Integration Act 2010
- the College meets its obligations under the Bus Services Act 2009
- the College meets its obligations under the Occupational Health and Safety Act 2004

11.1. Number of College Bus Drivers

The College Principal will determine the number of College Bus Drivers required for the College to meet its needs, including a suitable level of redundancy in cases of ill health or emergency.

College Bus Drivers may be drawn from College Teachers, College Support Staff, or College Volunteers.

11.2. Leading Bus Driver

The College Principal is responsible for assigning the role of Leading Bus Driver to a person on the list of College Bus Drivers with suitable experience and qualifications. The Leading Bus Driver is to be indicated on the College Bus Driver Register.

The College Leading Bus Driver is responsible for ensuring that

- College buses are maintained consistent with road safety requirements
- that buses acquired or hired by the College are of suitable quality in terms of needs and safety

11.3. Establishing the College Bus Drivers Register

The College Principal is responsible for maintaining a register of bus drivers for the College. The College Bus Driver Register includes

- the full name of the staff member or volunteer
- Working with Children Check
- the Heavy Vehicle Driver Licence number
- Conditions of the licence
- expiry date
- if the bus driver is a leading bus driver and for which period

 (See Appendix X - for College Bus Driver Register)

11.4. Maintaining the College Bus Drivers Register

College Bus Drivers will be added to or removed from, the College Bus Drivers Register in accordance with the staff induction procedures (5.5) and staff termination procedures (6) as described in this document. Where a Bus Driver is a volunteer, procedures for maintaining the College Bus Drivers Register is in conjunction with maintaining the College Volunteer Register (9.4)

The College Principal will amend the College Bus Drivers Register, and take any further action as appropriate when they become aware of changes to the status of a College Bus Driver.

12. Annual Register Review

The College Principal is responsible for maintaining the College Registers and will amend registers as they become aware of changes in the status of College Teaching Staff, Support Staff or Volunteers.

The College Principal undertakes an annual review of College Registers. This review will normally take place after 30 of September of each year when teachers are required to renew their Teacher Registration with the Victorian Institute of Teaching.

The Annual Register Review will include a review of the

- The College Teacher Register
- The College Support Staff Register
- The College Volunteer Register
- The College First Aid Officer Register
- The College Bus Driver Register
- The College Approved Contractor list

After each Annual Register Review, the College Principal is responsible for

- amending any register to correct omissions and errors

- identify follow-up action that may include warning College Staff that their continued employment at the College may be at risk if appropriate registrations and licences are not in place ● taking any other follow up the action as required

13. College Occupational Health and Safety Officer

The purpose of the role of the College Occupational Health and Safety Officer is to ensure

- the ongoing health and safety of College students, staff and volunteers as well as visitors to the College including contractors
- that College procedures and practices follow the Occupational Health and Safety Act 2004
- that College procedures and practices follow the requirements from the VRQA, particularly the Guidelines on Emergency Preparedness

13.1. Role and tasks of College Occupational Health and Safety Officer

Defining the role and tasks of College Occupational Health and Safety Officer is the responsibility of the College Principal and the College's Human Resources Committee.

In the ordinary course of business and when the College Board delegates responsibility to Committees, the College Occupational Health and Safety Officer is an ex officio member of

- the College Student Committee
- the College Infrastructure Committee

13.2. Responsibilities of the College Occupational Health and Safety Officer

The College Occupational Health and Safety Officer collaborates with College Principal and other staff across the school in:

- Establishing and maintaining:
  - a First Aid Room for students and College Staff
  - a system of first aid kits across the College Grounds
  - that emergency contact numbers, including those for fire emergency, are up-to-date and prominently displayed around the College Grounds
- Establishing, maintaining, and ensuring the implementation of a schedule
  - for the removal of ignitable materials including branches, debris and rubbish around and under buildings including gutters etc. across the College Grounds
  - to identify and document emerging risks
  - to identify and manage hazards
- Establish and maintain a list of emergency equipment and ensure compliance and that equipment is in working order, this may include ○ include water supplies and equipment
  - fire hydrants
  - hose reels and extinguishers
  - sprinkler systems
  - alarms
  - first aid materials and medical equipment
  - fire blankets and
  - communication systems
- Establishing and maintaining an Emergency Management Plan
  - animal attacks
  - procedures for Code Red days and days of elevated risks

- procedures for closing the College on Code Red days
- ensuring lines of communication with emergency services and the local agencies are consulted in the development of emergency plans
- ensuring the school site complies with relevant legislation- too general
- training of staff for emergency procedures
- Ensuring that evacuation drills are practised at the College once per terms, including to
  - Shelter-in-place
  - off-site evacuation
  - Lockdown drill
- Ensuring the building exits around the College are continuously clear of obstructions through
  - establishing policy and procedures
  - disseminating policy and procedures
  - regular inspections
- Develop and maintain a Calendar Occupational Health and Safety activities that include
  - establishing and maintaining an Occupational Health and Safety notice board
  - making regular site inspections
  - reviewing College Occupational Health and Safety procedures and practices
  - reviewing a risk register
  - conducting inspections
  - practising emergency drills
  - electrical safety inspections
  - asbestos inspections
  - chemical storage inspections
  - tree integrity inspections
  - traffic management
  - conduct Occupational Health and Safety inspection with new staff and volunteers
  - review training
  - review the emergency management plan
  - Review the Essential Services List
- Establish and maintain a risk register that addresses, but is not limited to, the following
  - Asbestos Management
  - Blood and Body Fluid Spill Management
  - Chemical Management
  - Confined Spaces
  - Conflict Management
  - Cooling Towers
  - Electrical Safety
  - Ergonomics and Workspace
  - Hot Work
  - Manual Handling
  - Mental Health and Wellbeing
  - Mould
  - Noise
  - Occupational Violence
  - Offsite and Home Visits
  - Outdoor Activities
  - Pandemic Management

- o   Plant and Maintenance Equipment
- Use of Plant and Equipment in Technology Teaching
- Plant and Equipment Risk Management Forms and Safe Work Procedures
- Maintenance Equipment Risk Management Forms and Safe Work Procedures
  - o   Prevention of Falls
  - o   Slips, Trips and Falls
  - o   Swimming Pools
  - o   Traffic Management
  - o   Voice Care for Teachers
  - o   Working Alone, in Isolation or from Home
  - o   Workplace Bullying
  - o   Workplace Climate
  - o   Work-Related Driving

Appendix I. Staff Induction Checklist

- ❑ staff entered on register
- ❑ informed of responsibility to inform College Principal of changes to the registration status
- ❑ informed of mandatory reporting requirements (mandatory reporters only)
- ❑ school tour
- ❑ introduction to all students (assembly)
- ❑ introduction to all staff (staff meeting)
- ❑ induction by College Occupational Health and Safety Officer ○ risks
    - ○ Emergency Management Plan ○ first aid equipment ○ College First Aid Officers
- ❑ Responsibility for student supervision
- ❑ procedures for daily attendance monitoring (teachers only)
- ❑ Procedures and responsibilities for the safety of children during off site excursions

Appendix II. College Staff Performance Management Checklist

Employee's name: Reviewer:

Job Title: Period:

Due date: VIT No.

No	Aspects of Performance	Goal	Strategy	Evidence
1	Overarching College's goals			
2	Professional knowledge			
3	Professional Practice			
4	Professional Engagement			
5	Student Outcome			
6	VIT Registration up to date			
7	Working With Children Check up to date			
8	Attending Mandatory Reporting PD			

Appendix III. Volunteer Induction Checklist

- ❑ Volunteer on register
- ❑ informed of reporting requirements (obligations for all adults)
- ❑ school tour
- ❑ introduction to all students (assembly)
- ❑ introduction to all staff (staff meeting)
- ❑ induction by College Occupational Health and Safety Officer ○ risks ○ Emergency Management Plan ○ first aid equipment ○ College First Aid Officers

Appendix IV. College Staff Position Register

College Position Number	Position Type (Teacher, Support Staff, Other)	Brief position description and Role	Current incumbent (Teacher Full Name)

Appendix V. College Volunteer Role Register

Role Name	Brief Description of the Role

Appendix VI. College Teacher Register

Teacher full name	College Position Number	Academic Qualifications	Victorian Institute of Teaching (VIT) Registration Number	VIT Category of Registration	Expiry date of Registration	Renewal of date of VIT registration	Conditions, limitations and restrictions on registration

Appendix VII. College Support Staff Register

Staff full name	College Position Number	Working with Children Check Card Number	Working with Children Check Expiry Date	Conditions, limitations and restrictions on registration

Appendix VIII. College Volunteer Register

Staff full name	Volunteer Role	Working with Children Check Card Number	Working with Children Check Expiry Date	Conditions, limitations and restrictions on registration

Appendix IX. College First Aid Officer Register

Name	VIT Registration or WWCC		First Aid Qualification		Completed First Aid training		Anaphylaxis Management Training	Other Notes
	Certificate number	Expiry date	Qualification	Expiry Date	Type	Level		

Appendix X. College Bus Driver Register

Staff Member full name	Heavy Vehicle Driver Licence number	Conditions of the licence	Expiry date	Date Commenced as Leading Bus Driver	Date Ceased as Leading Bus Driver

Appendix XI. **College Approved Contractor List**

Contractor full name	Duties (e.g. plumbing)	Contractor personal contact details	Contractor's employer and contact details

The approved contractor list includes

- the full name of the contractor
- the duties the contractor is generally engaged to perform (e.g. plumbing)
- the contractor's employer and contact details
- the contractor's contact details