

<b>Jells Park Primary School Staff Records Policy</b>
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**Purpose**

In order to comply with DET standards and requirements the school will maintain a record of all Staff, including a Staff Personnel File and details verifying suitability of employment.

**Guidelines**

Schools will:

- Keep a record of all required staff details and suitability of employment
- Record and update staff registration details as required

**Implementation****Register of all staff**

A personnel file is created for a new employee who has not previously been employed in a Victorian state school or other Department location. Where a person is rehired, their personnel file must be retrieved from the previous Department work location/school.

Various human resources (HR) information is collected and maintained on an employee's personnel file including but not limited to:

- Evidence of date of birth and qualifications
- Pre-employment and appointment documentation
- Evidence of registration with the Victorian Institute of Teaching (VIT) for teaching positions
- Evidence of a Working With Children Check (WWCC) for non-teaching positions
- Health/medical documentation
- Documentation relating to probation or salary progression
- Performance management related documentation
- Leave applications
- Authorisations for the payment of allowances or salary changes
- Documentation relating to complaints, unsatisfactory performance or misconduct proceedings
- Cessation documentation

The exceptions to placing records on a personnel file are:

- documents relating to the selection process;
- taxation forms (Tax File Number Declarations and Withholding Declarations) which are not put in personnel files, but stored separately in a secure location;
- documentation relating to an employee's workers' compensation claim(s). A separate file is created in the school for any such records. Note: where a school based employee transfers to another location, the file must stay in the location where the injury occurred.

Personnel files are stored securely when the file is not in use and handled in a secure manner and with absolute confidentiality. Files should be kept in an environment where they are protected from hazards such as water, excessive light and heat, vermin and insects.

**Records maintenance**

- A spreadsheet will be kept and maintained annually ensuring all VIT and WWCCs are current and staff are eligible to work.
- All First Aid training and OH&S training undertaken by staff will be recorded centrally and communicated to staff as required.

***References :***

JPPS Policies: Working with Children Check Policy  
First Aid Policy  
OH&S Policy

**Evaluation**

This policy will be reviewed as part of the school's four yearly review cycle, or earlier if necessary.