

# VSC4: Training requirements and procedures



- *Valuing Safe Communities (VSC4)* should be known throughout all Lutheran schools. All staff members should know and understand the policy and procedures and be certified.
- All adults who work or volunteer in a Lutheran school should receive a copy of the LEA Staff Code of Ethics and a copy of the regional complaints framework as found in Enterprise Bargaining documents.
- It is highly recommended that schools provide an annual briefing on this program for all staff.

	Who	Type of training	Mode	Length	How often	Recording of certification
	Regional managers	'Train the trainer'	National trainer or Regional managers	3hr	Once (updated every 3 years – 1 hr)	Names sent to LEA and recorded in LEXICON. Certificate signed by LEA
	School trainers	'Train the trainer'	Regional Manager	3 – 5 hr	Once (updated by regional manager every 3 years -1 hr)	Names sent to LEA and recorded in LEXICON. Certificate signed by LEA
Permanent staff	All staff (permanent, part-time and full time) who have not completed any VSC training (**)	Initial training	Module 1 Online	60 minutes	Once within three months of employment	Online - completion recorded in LEXICON by LEA  Face to face – certificate issued by the school trainer School trainer ensures completion data is entered into LEXICON
			Module 2 Face to face (School trainer) ( <i>this may be done in clusters</i> )	60 minutes		
	<i>All staff who have received initial training</i>	Refresher module	Online	30 - 45 minutes	Every three years	Online - completion recorded in LEXICON by LEA
Volunteers and Contract Staff	Contract (two terms or more) (**)	Initial training	Module 1 Online Module 2 Face to face (School trainer) ( <i>this may be done in clusters</i> )	60 minutes 60 minutes	Once within three months of employment	Online - completion recorded in LEXICON by LEA  Face to face – certificate issued by the school trainer School trainer ensures completion data is entered into LEXICON
	Contract/relief (less than 2 terms)	Volunteer and relief staff module	Online (Schools may wish to provide further onsite orientation)	30 minutes	Every three years	Names recorded in school database upon presentation of VSC certificate of completion
	Others contracted by the school (eg sporting coaches, instrumental music teachers not in LEXICON)	Volunteer and relief staff module	Online (Schools may wish to provide further onsite orientation)	30 minutes	Every three years	Names recorded in school database upon presentation of VSC certificate of completion
	Volunteers	Volunteer and relief staff module	Online (Schools may wish to provide further onsite orientation)	30 minutes	Every three years	Names recorded in school database upon presentation of VSC certificate of completion

## Sessions

The sessions, delivered through online and face to face mode, focus on the school being a safe place for all who are a part of that community - students, staff and volunteers.

(\*\*) All permanent staff (both teaching and non-teaching) and all contract staff (contracted for two or more terms) are required to be entered into LEXICON.

**NB National and regional managers are to meet annually to review the program**