

# Training Requirements and Procedures Schedule



Valuing Safe Communities (VSC) 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.

## Permanent Employees

	Who	Type	Mode	Duration	Frequency	Recording of certification
Trainers	Regional managers	Train the trainer	Face to face with national manager	3hr	Once ( <i>updated every 3 years – 1 hr</i> )	Recorded in LEXICON by LEA. Certificate signed by LEA
	School trainers		Face to Face with regional or national manager	3-4hr	Once ( <i>updated by regional manager every 3 years – 1 hr</i> )	Names sent to LEA and recorded in LEXICON. Certificate sent by LEA
Permanent employees	All staff (permanent, part-time and full time) who have not completed any VSC training <sup>1</sup>	Full initial training	Module 1 online	1hr	Once within 3 months of employment	Completion recorded in LEXICON by LEA. Certificates issued online at completion.
			Module 2 Face to face ( <i>with school trainer, this may be delivered in clusters</i> )	1.5hr		School trainer ensures completion data is entered into LEXICON. Certificate issued by the school trainer.
	All staff who have previously received initial training	Online training (Refresher)	Module 1 online	1hr	Every 3 years	Completion recorded in LEXICON by LEA. Certificates issued online at completion.

<sup>1</sup> All permanent staff (both teaching and non-teaching) and all contract staff (contracted for 2 or more terms) are required to be entered into LEXICON.

## Visitors, Contractors and Volunteers

	Who	Type	Mode	Duration	Frequency	Recording of certification
Volunteer and contract staff	Contract (2 terms or more) <sup>1</sup>	Full initial training	Module 1 online	1hr	Once within 3 months of employment	Completion recorded in LEXICON by LEA. Certificates issued online at completion.
			Module 2 Face to face ( <i>with school trainer, this may be delivered in clusters</i> )	1.5hr		School trainer ensures completion data is entered into LEXICON. Certificate issued by the school trainer.
	Contract/relief (less than 2 terms)	Online training	Module 1 Online <sup>2</sup>	1hr	Every 3 years	Names recorded in school database upon presentation of VSC certificate of completion. Certificates issued online at completion.
	Others contracted by the school (e.g. sporting coaches, instrumental music teachers not in LEXICON)	Volunteer and Contractor online training	Module 3 Online <sup>2</sup>	45min	Every 3 years	Names recorded in school database upon presentation of VSC certificate of completion. Certificates issued online at completion.
Volunteers						

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.

<sup>2</sup> Schools may wish to provide further onsite orientation