



RECRUITMENT POLICY

POLICY

All registered schools are required to meet child safety requirements for staff selection, supervision and management (clause 10 of Ministerial Order No. 870).

Bittern Primary School will implement all aspects of this document during each recruitment phase. The completed document for each advertised vacancy will be held on file.

This document outlines important considerations when recruiting and selecting staff. It provides a checklist for ensuring that the selection process has regard to the applicant's suitability to undertake child-connected work and a checklist to ensure natural justice for applicants in the staff selection process.

Child safety standard four has six specific requirements. Each of these requirements will be addressed by the selection processes conducted at Bittern Primary School.

1. Each job or category of jobs for school staff that involves child connected work must have a clear statement that sets out:
 - the job's requirements, duties and responsibilities regarding child safety; and
 - the job occupant's essential or relevant qualifications, experience and attributes in relation to child safety.
2. All applicants for jobs that involve child connected work for the school must be informed about the school's child safety practices (including the code of conduct).
3. In accordance with any applicable legal requirement or school policy, Bittern Primary School will make reasonable efforts to gather, verify and record the following information about a person whom it proposes to engage to perform child connected work:
 - Working with Children Check status, or similar check;
 - proof of personal identity and any professional or other qualifications;
 - the person's history of work involving children; and
 - references that address the person's suitability for the job and working with children.
4. Bittern Primary School need not comply with the requirements in step (3) above if it has already made reasonable efforts to gather, verify and record the information set out in steps (3)(a) to (3)(d), above about a particular individual within the previous 12 months.
5. Bittern Primary School will ensure that appropriate supervision or support arrangements are in place in relation to:
 - the induction of new school staff into the school's policies, codes, practices, and procedures governing child safety and child connected work; and
 - monitoring and assessing a job occupant's continuing suitability for child connected work.
6. Bittern Primary School will implement practices that enable the school council to be satisfied that people engaged in child-connected work perform appropriately in relation to child safety.

Explanatory note: To be 'satisfied', it is not necessary that the school governing authority make each decision about the selection and supervision of school staff engaged in child-connected work. The school governing authority needs to be satisfied about the appropriateness of the school's arrangements that would regulate or

guide other people who make such decisions for or on behalf of the school about child safety matters and child-connected work.

Please note that the Ministerial Order defines some terms broadly. Some examples are included at the end of this document. A full list of definitions is available at www.vrqa.vic.gov.au/childsafte.

Considerations when Recruiting New Staff and Volunteers

When recruiting new staff or volunteers some important child safety areas for assessment include the applicant's:

- motivation to work with children (personal or professional)
- relevant and verifiable child-related work experience
- understanding of professional boundaries
- communication skills.

Checklist for Staff Selection

The following checklist for staff selection will be used at Bittern Primary School to focus on child safety in the staff recruitment and employment process and minimise the risk of appointing a person who poses a child safety risk.

The checklist will be used to enhance existing recruitment practices and policies to select suitable and appropriately qualified staff.

Bittern Primary School will take into account the diversity of all children, (including but not limited to) the needs of Aboriginal and Torres Strait Islander children, children from culturally and/or linguistically diverse backgrounds, children with a disability, and children who are vulnerable.

The following selection procedures will be undertaken throughout each selection process to ensure that multiple selection and screening processes are carried out during the recruitment process for child-connected work so that over-reliance on Working with Children Checks or failure to properly check references do not result in a failure to protect children at our school.

Phase 1: Pre-selection — Ensuring transparency and natural justice in the selection process

QUESTIONS	YES	NO
Has the school reviewed its position description to reflect the child safe standards?		
Has the applicant been provided with a statement that sets out the job's requirements, duties and responsibilities regarding: <ul style="list-style-type: none"> • child safety, and • essential or relevant qualifications, experience and attributes in relation to child safety? 		
Has the applicant been informed about the school's child safety practices including the school's child safety code of conduct?		
Has the applicant been informed of their role in ensuring a child safe environment?		
Has the applicant been advised that the selection process will involve a rigorous background check including a current Working with Children Check?		

Phase 2: Screening/Background Check – Verifying the Applicant's Identity, Suitability and Qualifications

QUESTIONS	YES	NO
Have you checked at least two forms of personal identification? e.g. driver's licence, passport. Is the name and address the same as those provided by the applicant?		
Does the applicant have an original academic transcript or qualification/s that confirms their claims about their qualifications or registrations?		
If the applicant is registered by the Victorian Institute of Teaching (VIT) have you verified the registration and ensured that it is current? (noting that a VIT registered teacher does not need a WWCC)		
Have you sighted and retained a copy of the applicant's current WWCC?		
Are there any unexplained gaps in the applicant's employment history? If so, are there satisfactory explanations such as travel, study leave, family leave?		
Have you conducted any other background searches e.g. by using google, facebook or linkedin		
Has the applicant nominated at least two referees including: <ul style="list-style-type: none"> The current or most recent employer, and Direct supervisor/line manager 		
Is there any personal relationship between the applicant and his or her previous supervisor/manager? (this may affect the objectivity of the reference)		
Have you checked with the referee that the work history and previous employment are accurate?		
Has the referee(s) directly supervised the applicant and observed their work with children?		
Would the referee(s) employ the person again?		
Did a referee(s) have any concerns about the applicant's adherence to the organisation's code of conduct?		
Have you asked the referee(s) about a time when they observed the applicant managing the behaviour of a child?		
If the reference is in writing, have you contacted the referee to confirm authenticity?		

REVIEW CYCLE

DATE IMPLEMENTED	1 st December 2018
AUTHOR	Margaret Dolan and Kayla Farrugia
APPROVED BY	Margaret Dolan
APPROVAL AUTHORITY (SIGNATURE AND DATE)	
ENDORSED BY SCHOOL COUNCIL PRESIDENT (SIGNATURE AND DATE)	
DATE FOR REVIEW	Term 4 2019
RESPONSIBLE FOR REVIEW	Margaret Dolan and Kayla Farrugia