



# ARDEER SOUTH PRIMARY SCHOOL

## STAFF RECRUITMENT POLICY



### Help for non-English speakers

If you need help to understand this policy, please contact the school Principal or Assistant Principal.

## Purpose

To outline the processes that Ardeer South Primary School will follow to recruit, screen, supervise and manage staff to provide a child safe environment. Strong human resources practices promote child safe school environments and reduce the risk of child abuse. Child Safe Standard 4 (Standard 4) requires schools to use policies and procedures for recruitment, supervision, training and managing performance that support a child safe school environment.

Ardeer South Primary School has an important responsibility for keeping children safe. All registered schools are required to meet child safety requirements for staff selection, supervision and management (clause 10 of Ministerial Order No. 870). (VRQA May 2016)

The aim of the policy is to:

- outline what is required by Ardeer South Primary School for compliance with Ministerial Order 870.
- ensure that position descriptions for all new positions advertised include the standard 'Child Safe Environments' clause as provided in the 'Recruitment in Schools' Guide.
- Implement practices to ensure that the principal is satisfied an external applicant is suitable for child-connected work prior to the person commencing employment.

## Scope

This policy applies to the recruitment, screening, supervision and management of all people who are employed at our school.

## Definitions

*Child-connected work:* work authorised by the school governing authority/provider of a school boarding services and performed by an adult in a school or school boarding premises environment while children are present or reasonably expected to be present.

*Child-related work:* As defined by the *Worker Screening Act 2020* (Vic), child-related work is work that usually involves direct contact (including in person, over the phone, written and online communication) with a child that is a

\*This policy is written in consultation with DET Guidelines and from the template in the School Policy Template Portal.

central part of that person's duties. It does not include work that involves occasional direct contact with children that is incidental to the work.

*Closely related family member:* parent, carer, parent/carer's spouse or domestic partner, stepparent, parent/carer's mother or father-in-law, grandparent, uncle or aunt, brother or sister, including step or half siblings.

*Volunteer worker:* A volunteer school worker is a person who voluntarily engages in school work or approved community work without payment or reward.

*School work:* School work means:

- Carrying out the functions of a school council
- Any activity carried out for the welfare of a school, by the school council, any parents' club or association or any other body organised to promote the welfare of the school
- Any activity carried out for the welfare of the school at the request of the principal or school council
- Providing assistance in the work of any school or kindergarten
- Attending meetings in relation to government schools convened by any organisation which receives government financial support

## Policy

Ardeer South Primary School is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers.

The procedures set out below are designed to ensure that Ardeer South Primary School's staff are suitable to work with children and are well-placed to make a positive contribution to our school community.

It is a requirement that all applicants provide relevant qualifications, experience and attributes in relation to child safety

Ministerial Order No. 870 provides the framework for how schools will be required to comply with the Standards. Overall responsibility for ensuring compliance rests with the Victorian Registration and Qualifications Authority (VRQA).

The Ministerial Order specifies the following requirements for schools regarding Standard 4:

1. Each job or category of jobs for school staff that involves child connected work must have a clear statement that sets out:
  - a) *the job's requirements, duties and responsibilities regarding child safety; and*
  - b) *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, the school must make reasonable efforts to gather, verify and record the following information about a person whom it proposes to engage to perform child connected work:
  - a) *Working with Children Check status, or similar check;*
  - b) *proof of personal identity and any professional or other qualifications;*
  - c) *the person's history of work involving children; and*

*d) references that address the person's suitability for the job and working with children.*

4. The 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. The school must ensure that appropriate supervision or support arrangements are in place in relation to:
  - a) the induction of new school staff into the school's policies, codes, practices, and procedures governing child safety and child connected work; and*
  - b) monitoring and assessing a job occupant's continuing suitability for child connected work.*
6. The school must implement practices that enable the school governing authority to be satisfied that people engaged in child-connected work perform appropriately in relation to child safety.

### **Information about applicant**

The school will conduct a rigorous process to verify WWCC status, proof of personal identity, qualifications, history of work and references that address the suitability to work with children

### **Compliance**

Ensure adherence to school policy, DET and VRQA requirements regarding appropriate checks for successful applicants

### **Induction**

- The school will ensure all materials pertinent to child safety are included in the induction packs for new staff
- Each new staff member will be appointed a mentor who will monitor and advise the school leadership team of the job occupant's continuing suitability for child connected work

Ardeer South Primary School will provide an environment that:

- is committed to providing a safe environment for all children
- is committed to promoting physical, emotional, social and cultural safety for all
- has zero tolerance for child abuse
- actively listens to children
- empowers children through student voice
- embeds systems to protect children from abuse
- acts on all allegations of child abuse in line with the school's policies and procedures
- empowers all adults to support a child safe environment

### **Management**

All staff performance in accordance with child safety will be monitored through:

- Observation from colleagues
- Collaborative teaching arrangements
- Team Leader interactions
- Performance Review Process conducted with Principal/Assistant Principal

## Suitability for Employment Checks

As part of the process for maintaining high standards of conduct and professionalism in the workplace, it is essential that the principal ensures that the Department's procedures for criminal record checks are implemented.

Verification of a satisfactory criminal record is achieved by ensuring the employment of new employees and engagement of volunteers proceeds in accordance with Department of Education and Training policy (for Victorian Public Servants), and legislative obligations pursuant to the Worker Screening Act 2020 (for school based non-teaching employees and volunteers), and to the Education and Training Reform Act 2006 Part 2.6 Victorian Institute of Teaching (for principals and teachers).

The Department has developed procedures for the conduct of criminal records checks for all school based and non-school based employees, including arrangements that allow for the acceptance of the criminal records check conducted by the Victorian Institute of Teaching and Working with Children Checks to meet the Department's pre-employment suitability for employment requirements.

## Training and induction

Under the Child Safe Standards staff must have an appropriate induction and training in child safety and wellbeing.

To support us to maintain a child safe environment, before engaging in any work where children are present or reasonable likely to be present, staff must familiarise themselves with the policies, procedures and code of conduct referred to in our Child Safety Induction Pack and ensure the actions and requirements in these documents are followed when volunteering for our school.

Ardeer South Primary School also requires staff to complete additional school based child safety training and mandatory child protection modules.

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in induction processes for relevant staff
- Included as a link in all invitations to prospective volunteers
- Included in our staff handbook/manual
- Discussed in an annual staff briefing/meeting
- 
- Made available in hard copy from school administration upon request

## Related policies and resources

Ardeer South Primary School policies and resources relevant to this policy include:

*Statement of Values and School Philosophy, Visitors Policy, Child Safety and Wellbeing Policy, Child Safety Code of Conduct, Child Safety Responding and Reporting Obligations Policy and Procedures, Inclusion and Diversity Policy, Ardeer South Primary School's Child Safety Induction Pack.*

Department policies:

- [Equal Opportunity and Anti-Discrimination](#)
- [Child Safe Standards](#)
- [Privacy and Information Sharing](#)
- [Records Management – School Records](#)
- [Sexual Harassment](#)
- [Volunteers in Schools](#)
- [Volunteer OHS Management](#)
- [Working with Children and Other Suitability Checks for School Volunteers and Visitors](#)
- [Workplace Bullying](#)

## Policy review and approval

Policy last reviewed	25th June 2022
Consultation	School Council June 2022 Staff Consultation June 2022
Approved by	Principal
Next scheduled review date	Minimum review cycle is 2 years - June 2024