

## WOORAGEE PRIMARY SCHOOL CHILD SAFE RECRUITMENT POLICY 2021

### POLICY STATEMENT

To promote a child safe school environment and reduce the risk of child abuse, a strong approach towards human resources practices is imperative. As a Victorian registered school we have a responsibility for keeping children safe and being proactive in minimising the risk of harm (clause 10 of Ministerial Order No. 870). The recruitment and selection of staff play an important role in this child safe process.

### PROCEDURE

#### 1. Selection Criteria

Examples of appropriate selection criteria may include:

- 'Must have experience working with children'
- 'Must be able to demonstrate an understanding of appropriate behaviours when engaging with children'

Applicants should have the opportunity to indicate their understanding of, or any experience they have in working with children with diverse needs and/or backgrounds.

#### 2. Advertising

The advertisement should include;

- The school's commitment to child safety, including reference to the code of conduct and child safe policy
- A clear indication that reference and background checks will be undertaken, including a Working with Children Check and/or police record and identity check
- The school's promotion of the safety, participation and empowerment of all children, including those with a disability, eg.

*'The school supports a culture (values, expectations and standards) and shared commitment to zero tolerance of child abuse, and arrangements that allow it to occur will not be tolerated. The school takes into consideration the diversity of the children attending the school, and their particular vulnerabilities. e.g. children with a disability, Aboriginal and Torres Strait Islander children and children from culturally and linguistically diverse backgrounds.'*

### 3. Interviews

An open-ended style of behavioural-based questioning will give an insight into the applicant's values, attitudes and understanding of professional boundaries and accountability. Some useful questions may include:

- 'Tell us about why you want to work with children?'
- 'Describe a time where you had to manage a child whose behaviour you found challenging.'
- 'Tell us about a time when you had to comfort a distressed child'
- 'How would you ensure your commitment and compliance to a child safe environment?'

### 4. Pre-employment Screening

Screening applicants (including for paid and volunteer positions) is a good tool for helping to prevent people who may abuse children from entering the school.

- **Police Checks**

This is a requirement for all teachers and is completed as part of the provisional registration and full registration process for teachers via the Victorian Institute of Teaching

- **Working With Children Checks**

All other staff and volunteers are required to hold a current Working With Children Check. If they do not hold a valid check, they need to provide evidence that they have applied for one and will not be able to commence employment until this has occurred. Evidence of Working With Children Checks must be provided and kept on record at the school.

- **Referee Checks**

At least two referees should be asked to provide insight into the applicant's character and skills and should include;

- A line manager who can be objective, rather than a colleague (most recent line manager is preferred)

When speaking with referees, questions pertaining to the referee's relationship with the applicant and the way they have engaged with children must be asked including;

- How long the applicant and referee worked together
- The specifics of the position
- The applicants strengths and weaknesses
- Whether the referee would employ them again
- Whether the referee has any concerns for the applicant in his/her ability to act in accordance with child safe policies and procedures

### 5. Probation Periods

A probation period can be helpful when assessing a new staff member's performance and suitability for the job, before confirming their potential for

permanent employment. The length of probation periods can vary and are usually between three and six months.

6. The school will conduct an induction for all new staff members into Wooragee Primary School policies, procedures, codes of practice and child safety.
7. The school will proactively monitor and assess staff members in relation to child safety on an ongoing basis.

**LEGISLATION:**

Ministerial Order No. 870

Working with Children Check (WWCC) Act, 2005

Developed/ Reviewed	School Council Chairperson	School Principal	Review date
Developed August 2017 Ratified by school council	Shireen Porteous	Alicia Odewahn	August 2020 or earlier as required
February 2021	Shireen Porteous	Alicia Odewahn	February 2024 or earlier as required