

# STAFF RECRUITMENT



Camp Hill Primary School is committed to keeping children and young people safe.

Staff selection panels have the responsibility to ensure a rigorous selection process is implemented that has regard for the applicants' suitability to undertake child-connected work.

To adhere to Child Safety Standard 4, Camp Hill Primary School will ensure:

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, 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:
  - 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. The school must 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.
5. We implement practices that enable people engaged in child-connected work perform appropriately in relation to child safety.

## STAFF SELECTION CHECKLIST

| <b>PRE SELECTION</b>  | <b>yes</b> | <b>no</b> |
|---|------------|-----------|
| Are the Child Safe standards reflected in the job description?  |            |           |
| Have applicants been provided with a statement outlining the job requirements, duties and responsibilities related to child safe? |            |           |

|   |            |           |
|---|------------|-----------|
| Have applicants been provided with a copy of the Child Safety Code of Conduct?                    |            |           |
| Have applicants been informed that selection is dependent on back ground checks and current WWCC? |            |           |
| <b>BACKGROUND CHECKS</b>  | <b>yes</b> | <b>no</b> |
| Have you checked at least two forms of personal ID?   |            |           |
| Have you checked original documents verifying qualifications and registration?                    |            |           |
| Have you verified VIT registration?   |            |           |
| Have you sighted and retained a copy of a current WWCC?   |            |           |
| Are there any unexplained gaps in the applicants' unemployment history?                           |            |           |
| Have you conducted background checks using social media e.g. Google, Facebook and LinkedIn?       |            |           |
| <b>REFEREE CHECKS- a guide when conducting referee checks</b>                                     |            |           |
| Speak to at least two referees and verify that the applicant's work history is accurate.          |            |           |
| If the reference is in writing contact the referee to verify authenticity                         |            |           |
| Ask the referee to make a comment in relation to each of the criteria.                            |            |           |
| Ask the referee for their observations of the applicant's work with children                      |            |           |
| Ask if the referee would employ the person again.   |            |           |
| Ask the referee if they have any concerns whatsoever about the applicant working with children.   |            |           |

## RESOURCES AND REFERENCES

- Commission for Children and Young People (2015) A Guide For Creating A Child Safe Organisation, Version 2.0.
- Department of Education and Training (2016) Recruitment in Schools
- Department of Education and Training (2016) Suitability for Employment
- Victorian Government, Education & Reform Act 2006, Gazette No. S2, January 2016, Child Safe Standards — Managing the Risk of Child Abuse in Schools, Ministerial Order No. 870.
- Victorian Registration and Qualifications Authority (2016) Child Safety Standard 4: Staff Selection Checklist