



STAFF SELECTION POLICY and PROCEDURES

Introduction

Cobden Technical School, a registered school, has an important responsibility for keeping children safe.

Cobden Technical School is required to meet child safety requirements for staff selection, supervision and management (clause 10 of Ministerial Order No. 870).

This policy outlines the important aspects we must consider when recruiting and selecting new staff or volunteers. 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.

When planning for recruiting and selecting staff, the school will ensure that:

1. Each job or category of jobs for school staff that involves child connected work has 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 are informed about the school's child safety practices (including the code of conduct).
3. In accordance with any applicable legal requirement or school policy, reasonable efforts are made 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.

NOTE: 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.

4. 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. It 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 Council make each decision about the selection and supervision of school staff engaged in child-connected work. The School Council 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. A full list of definitions is available at www.vrqa.vic.gov.au/childsafe.

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.

Specialist roles may present different child safety risks for the school. Examples of specialist roles include the roles of nurse, welfare counsellor, bus driver, sports coach, boarding facility guardian, camps instructor or music teacher. The school will ensure that role descriptions are as accurate and encompass all relevant aspects of child connected work.

Information obtained through a criminal records check will be handled in accordance with the school's privacy policy.

Checklist for Staff Selection

The checklist for staff selection is to be used for each position advertised, or where direct recruitment is considered. The purpose of the checklist is to help ensure transparency and natural justice in the selection process by strengthening the school's 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.

Schools also need to take account of 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 checklist for staff selection provides a procedure through which multiple selection and screening processes are carried out during the recruitment process for child-connected work. Over-reliance on Working with Children Checks or failure to properly check references may result in a failure to protect children and schools.

Evaluation

This policy will be reviewed as part of the school's three-year review cycle, or as necessary to maintain its effectiveness.

This policy was last reviewed by School Council in:

August 2016



Cobden Technical School Staff Selection Checklist

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

This document should be completed by the Chair of the selection panel, or by the Principal /Assistant Principal if a panel is not convened. The document should be placed in the staff member’s file – or with the volunteer’s WWCC.

Complete ALL relevant sections – and write NA if the question does not apply.

Applicant’s Name _____

Position applied for: **Teacher / Education Support Staff / Volunteer / Contractor**

QUESTIONS	YES	NO	COMMENT
Does the Job Description 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 relevant qualifications, experience, attributes in relation to child safety? 			
Has the applicant been informed about the school’s child safety practices including the Child Safety Code of Conduct and the “Keeping Children Safe – Teacher Resource Kit”?			
Has the applicant been informed of their role in ensuring a child safe environment?			
Has the applicant provided a current Working With Children Check? (WWCC) Copy to be taken of WWCC			
Has a copy of the WWCC been taken and recorded in the WWCC register?			
Has the applicant provided a current Victorian Institute of Teaching (VIT) registration card?			
Has the school checked the VIT registration status of the applicant online?			
Has the applicant provided other forms of identification? (Licence/Passport)			
Has the applicant provided academic transcripts or certified copies to verify their claims about qualifications/registrations?			
Are there any unexplained gaps in the applicant’s work history?			

QUESTIONS	YES	NO	COMMENT
Has an online search been conducted about the applicant? Eg – Google, Facebook, LinkedIn?			
Has the applicant nominated at least two professional referees? <ul style="list-style-type: none"> • Current employer • Direct supervisor 			
Is there a personal relationship between the referees and the applicant that may impact on the objectivity?			
Have the CV details been checked for validity with the previous employer? <ul style="list-style-type: none"> • Qualifications accurate? 			
Has the referee(s) directly observed the applicant working with children?			
Would the referee(s) recommend that the applicant is suitable to work with children? <ul style="list-style-type: none"> • Any specific concerns? 			
Would the referee(s) employ the person again?			
Does the referee(s) have any concerns about the applicant being able to adhere to the Code of Conduct?			
Has the referee(s) observed the applicant managing the behaviour of a child?			
If the reference is in writing – has the referee been contacted to confirm authenticity?			
Does the applicant have experience working with children outside of their employment? (Volunteering, private tutoring or coaching, child-minding, etc)			
Is there any other information related to the suitability of this applicant that has been raised?			

Other Comments _____

Form completed by: Name: _____

Position: _____

Date: _____

At **Cobden Technical School** we hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our school. Our commitment is drawn from our school Vision statement that: ***We are committed to developing successful outcomes for students, whether in the pursuit of high-level academic achievement or the development of specific vocational skills. ...everyone who wants to learn is welcome and encouraged to strive for success, while appreciating that lifelong learning is enjoyable.***

Our school has also adopted a Child Safe Statement that articulates our zero tolerance of child abuse.