

CHILD SAFE RECRUITMENT PRACTICES

All schools are required to meet child safety requirements for staff selection, supervision and management.

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

Toolangi Primary School is committed to safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making.

Toolangi Primary School has zero tolerance for child abuse.

Toolangi Primary School is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved in Toolangi Primary School has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

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.

Advertising

The advertisement should include:

- A message about our school's commitment to child safety, including reference to the code of conduct and child safety policy.
- That appropriate reference and background checking 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, e.g. *'This organisation promotes the safety, wellbeing*

and inclusion of all children, including those with a disability. Applicants are welcome to elaborate on experience they may have working with children with a disability.'

- A statement about the school being culturally safe for Aboriginal children, and encouraging participation and empowerment of Aboriginal children, e.g. *'This organisation promotes the safety and wellbeing of Aboriginal children.'*
- A statement that the school promotes the safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds, e.g. *'Applicants are welcome to elaborate on experience they may have working with children from a culturally and/or linguistically diverse background.'*

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 when you had to manage a child whose behaviour you found challenging.'*
- *'Tell us about a time when you had to comfort a distressed child.'*

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 a 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. 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 colleagues or friends (the most recent line manager is preferable)
- When speaking with referees, seek to establish the referee's relationship with the applicant, including:
 - How long the applicant and referee worked together
 - The specifics of the position
 - The applicant's perceived strengths and weaknesses
 - Whether the referee would hire the person again, particularly in a role working with children.

Probation Periods

Probation periods can help when assessing a new staff member's performance and suitability for the job before confirming their permanent employment.

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

This policy will be revised during the life of the Schools Strategic Plan; 2013 - 2017