



**Glenroy Central
Primary School**

CHILD SAFETY RECRUITMENT and PERSONNEL POLICY

**Approved by School Council:
September 2016**

Review: September 2019

Purpose

Glenroy Central Primary School has an important responsibility for keeping children safe.

We recognise that we are required to meet child safety requirements for staff selection, supervision and management (clause 10 of Ministerial Order No. 870).

We acknowledge that:

- 1) Each job advertised on Requirement Online explicitly outlines our commitment to the Child Safe standards
- 2) All applicants for jobs that involve child connected work for the school must be informed about our school's child safety practices (including the code of conduct).
- 3) In accordance with any applicable legal requirement or school policy, our 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.

Recruiting New Staff and Volunteers

When recruiting new staff or volunteers we consider the applicant's:

- motivation to work with children (personal or professional)
- relevant and verifiable child-related work experience
- understanding of professional boundaries
- communication skills.

We understand that specialist roles may present different child safety risks for the school.

Staff Selection

We use the following checklist for staff selection to strengthen their 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.

Step 1 — Ensuring transparency and natural justice in the selection process

Questions	
Has the school reviewed its position description to 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 or relevant qualifications, experience and attributes in relation to child safety?	
Has the applicant been informed about the school's child safety practices including the school's Child Safety Code Of Conduct?	
Has the applicant been informed of their role in ensuring a child safe environment?	

Step 2 — Verifying the Applicant's Identity, Suitability and Qualifications

Questions	
Check at least two forms of personal identification eg driver's licence, passport? Is the name and address the same as those provided by the applicant?	
Does the applicant have an original academic transcript or qualification/s that confirms their claims about their qualifications or registrations?	
If the applicant is registered by the Victorian Institute of Teaching (VIT) have you verified the registration and ensured that it is current? (noting that a teacher registered with VIT does not need a Working with Children Check)	
Sight and retain a copy of the applicant's current Working with Children Check?	
Are there any unexplained gaps in the applicant's employment history? If so, are there satisfactory explanations such as travel, study leave, family leave?	
Has the applicant nominated at least two referees including: <ul style="list-style-type: none">• the current or most recent employer, and• direct supervisor/line manager	
Is there any personal relationship between the applicant and his or her previous supervisor/manager (this may affect the objectivity of the reference)?	
Check with the referee that the work history and previous employment details the applicant has provided are accurate?	
Has the referee(s) directly supervised the applicant and observed their work with children?	
Would the referee(s) employ the person again?	

Did a referee(s) have any concerns about the applicant working directly with children?	
Did a referee(s) have any concerns about the applicant's adherence to the organisation's Code Of Conduct?	
Have you asked the referee(s) about a time when they observed the applicant managing the behaviour of a child?	
If the reference is in writing, have you contacted the referee to confirm authenticity?	
Does the applicant have experience working with children outside their employment (eg volunteering, private tutoring or coaching, non-commercial child-minding etc.)?	

Further information

Victorian Registration and Qualifications Authority

Child safe standards website (all schools): www.vrqa.vic.gov.au/childsafes

The Victorian Institute of Teaching

For *Victorian Teaching Profession Codes of Conduct and Ethics* and information about employer responsibilities to report action taken against registered teachers in response to allegations and concerns about registered teachers.

Website: www.vit.edu.au