



*Small School Big Learning*

# Child Safe Recruitment Practices

## Rationale

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

This document outlines important considerations for Yering 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.

## Implementation

- **Selection Criteria**

Examples of appropriate selection criteria may include:

- *'Must have experience working with children and appropriate qualifications.'*
- *'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 for, to provide insight into the applicant's character and skills, and should include:

- A manager who can be objective, rather than colleagues or friends (the most recent 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.