



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.