

STAFF SELECTION

POLICY

Aims:

- Strong human resource practices promote child safe school environments and reduce the risk of child abuse.
- Compliance with Ministerial Order 870 and Child Safe Standard 4 requires schools to use policies and procedures for recruitment, supervision, training and managing performance that support a child safe school environment.

Implementation:

1. Each job or category of jobs for school staff that involves child connected work must have a clear statement that sets out:
 - a) the job's requirements, duties and responsibilities regarding child safety; and
 - b) 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 must be informed about the school's child safety practices (including the code of conduct).
3. In accordance with any applicable legal requirement or school policy, the 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.
6. The school must implement practices that enable the school governing authority to be satisfied that people engaged in child-connected work perform appropriately in relation to child safety.
7. Ensure that position descriptions for all new positions advertised from 1 August 2016 include the standard 'Child Safe Environments' clause as provided in the 'Recruitment in Schools' Guide, as follows:
'Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in

the school environment in accordance with their legal obligations including the Child Safe Standards. The school's Child Safety Code of Conduct is available on the school's website.'

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in...

July 2016