



STAFF SELECTION POLICY



Rationale:

Strong human resources practices promote child safe school environments and reduce the risk of child abuse. 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. These must comply with Ministerial Order 870.

Implementation:

Inverloch Kongwak Primary School will:

- 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.
- identify the actions the school proposes to take, per Standard 1, to promote and embed the Child Safety Code of Conduct in accordance with Standard 3 [this is to address Requirement 1 for existing staff].and articulate the timeframe for this.
- determine the timeframes for the School Council to oversee and review Standard 4 as part of the school's Action Plan [Standard 1] and School Child Safe Environments policy [Standard 2].
- adhere to all DET requirements listed in the table below

Requirement	Departmental action	School action
1. <i>Each job or category of jobs for school staff that involves child connected work must have clear statements regarding the child safety requirements of the role and the expectations of the occupant</i>	<ul style="list-style-type: none"> • The 'Recruitment in Schools' Guide has been updated and requires that position descriptions for all new positions advertised from 1 August 2016 include the following standard 'Child safe environments' clause: "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." • In the near future, position descriptions generated in Recruitment Online (ROL) will be automated to include a standard clause regarding child safety. • The Principal Class Contract of Employment has been updated to include the text italicised in the below: <ul style="list-style-type: none"> - Preamble: The aims of the Department include: " 	<ul style="list-style-type: none"> • Ensure that position descriptions for all new positions include the standard 'Child safe environments' clause as provided in the 'Recruitment in Schools' Guide. • For existing staff, the school will promote and embed the Child Safety Code of Conduct in accordance with Standard 3. • Note that the Principal Class Contract of Employment has been updated to include reference to the Standards, and all contracts offered on or after 1 August will include the revised wording.

Requirement	Departmental action	School action
	<p>... the provision of a child safe environment”</p> <ul style="list-style-type: none"> - Schedule B – Accountabilities of a principal – Student Support: “Pt 2) Plan, implement and monitor arrangements to ensure the care, safety, security and general well-being of all students in attendance at the school including compliance with the Child Safe Standards “ <p>This will apply for future contracts.</p>	
<p>2. <i>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).</i></p>	<ul style="list-style-type: none"> • As above 	<ul style="list-style-type: none"> • As above
<p>3. <i>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</i></p> <p>4. <i>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 about a particular individual within the previous 12 months</i></p>	<ul style="list-style-type: none"> • The ‘Recruitment in Schools’ Guide has been updated to include that, the Principal, prior to an external applicant person commencing employment, must be satisfied that the person: “meets the Child Safe Standards.” (insert link to CSS site” <p>This can be found here.</p>	<ul style="list-style-type: none"> • Principals implement practices to ensure that they are satisfied an external applicant <i>meets the Child Safe Standards</i> prior to the applicant’s employment.
<p>5. <i>The school must ensure that appropriate supervision or support arrangements are in place in relation to induction and continuing suitability for child connected work</i></p>	<ul style="list-style-type: none"> • Advice on alignment of/ changes to Induction will be developed in 2016. • Advice on alignment of/ changes to Performance and Development will be developed in 2016, with changes to be determined for the 2017-18 Performance and Development cycle. 	<ul style="list-style-type: none"> • Note that further advice on requirements related to Induction and Performance and Development will be developed in 2016 to ensure schools fully meet this Standard.
<p>6. <i>The school must implement practices that enable the school governing authority to be satisfied that people engaged in child-connected</i></p>	<ul style="list-style-type: none"> • As above. 	<ul style="list-style-type: none"> • School Councils to oversee and review Standard 4 as part of the school’s Action Plan [Standard 1] and School Child Safe Environments policy

Requirement	Departmental action	School action
<i>work perform appropriately in relation to child safety</i>		[Standard 2]

Position	Requirement
Teaching Staff	<ul style="list-style-type: none"> VIT Registration Nationally Coordinated Criminal History Check (NCCHC).
Education support Staff including administration staff	<ul style="list-style-type: none"> Working With Children Check
Volunteers (see Volunteers policy)	<ul style="list-style-type: none"> Working With Children Check
External Providers	<ul style="list-style-type: none"> Working With Children Check
Contractors (unsupervised)	<ul style="list-style-type: none"> Working With Children Check
Contractors (must be supervised)	<ul style="list-style-type: none"> If no WWCC

Resources and References :

- Commission for Children and Young People (2015) *A Guide For Creating A Child Safe Organisation*, Version 2.0.
- Department of Education and Training (2016) *Recruitment in Schools*
- Department of Education and Training (2016) *Suitability for Employment*
- Victorian Government, Education & Reform Act 2006, Gazette No. S2, January 2016, *Child Safe Standards – Managing the Risk of Child Abuse in Schools*, Ministerial Order No. 870.
- Victorian Registration and Qualifications Authority (2016) *Child Safety Standard 4: Staff Selection Checklist*