

**Yarrunga Primary School**  
**CHILD SAFE RECRUITMENT PRACTICES**  
**POLICY**  
**October 2016**



**RATIONALE:**

All registered schools have an important responsibility for keeping children safe by meeting the child safety requirements for staff selection, supervision and management (clause 10 of Ministerial Order No. 870).

**AIMS:**

To ensure that appropriate considerations are made by our school when recruiting and selecting staff to determine each applicant's suitability to undertake child-connected work and to ensure the ongoing safety and wellbeing of students at our school.

**IMPLEMENTATION:**

**Advertising:**

- Each position or category of jobs for school staff that involves child connected work will have a clear statement that sets out:
  - our school's commitment to child safety, wellbeing and inclusion
  - the position's requirements,
  - duties and responsibilities regarding child safety; and
  - the job occupant's essential or relevant qualifications, experience and attributes in relation to child safety.

**Interviews:**

- All applicants for jobs that involve child connected work for the school will be informed about the school's emphasis on child safety practices.
- Interview questions will be structured in an open-ended manner and will include reference to child safety in order to give insight into the applicant's values, attitudes and understanding of professional boundaries and accountability.

**Pre-employment screening:**

- **Police checks** are required for all teachers and is completed as part of the provisional registration and full registration process via the Victorian Institute of Teaching. All employees will need to provide evidence of VIT registration prior to commencing their employment.
- **Working with Children Checks** are required for all other staff and volunteers. These must be provided to the Business Manager and will be kept on record at the school.
- **Reference checks** will be completed for applicants. Applicants will be asked to provide at least two referees so that the panel may gain insight into the applicant's character, skills and suitability for the position.

**Induction**

The school will ensure that appropriate supervision or support arrangements are in place in relation to

- the induction of new school staff into the school's policies, codes, practices, and procedures governing child safety and child connected work; and
- monitoring and assessing a job occupant's continuing suitability for child connected work.

**EVALUATION:**

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

**REVIEW:** 2020**RATIFIED BY SCHOOL COUNCIL:** 18<sup>th</sup> October 2016