

RECRUITMENT PRACTICES

RATIONALE:

The child safe standards require Barwon Heads Primary School to have recruitment and screening practices that reduce the risk of child abuse. This document outlines the recruitment practices that help to protect children from abuse.

Robust recruitment processes help ensure the best applicants are employed. From advertising through to conducting interviews and checking the background of applicants, it is important that each step is done consistently and thoroughly. Barwon Heads Primary School adheres to the following recruitment practices as outlined by the Department of Education Guidelines (updated August 2016)

Selection Criteria

Developing appropriate selection criteria for the position is a valuable first step to reducing the risk of appointing someone who poses a child safety risk. It will also ensure that applicants have the specific knowledge and skills required for the position.

Schools are asked to ensure that the selection criteria provides for the safety of all children. Applicants will have the opportunity to indicate their understanding of, or any experience they have in working with children with diverse needs and/or backgrounds. The selection criteria will clearly state the following:

'Must have experience working with children' statement
'Must be able to demonstrate an understanding of appropriate behaviours when engaging with children' statement
The experience, qualifications, qualities and attributes expected from the successful applicant
Outline the supervision and accountability processes in place which support child safety
Include a demonstration of the needs of children with a disability
Include a demonstration of Aboriginal cultural safety and awareness
Include a demonstration of cultural safety for children from culturally and/or linguistically diverse backgrounds?

Advertising

To demonstrate our commitment to safeguarding children and deter would-be offenders. Our advertisement will:

Include a message about your organisation's commitment to child safety?
Include a reference to our code of conduct and child safe policy?
Inform applicants that appropriate rigorous reference and background checking will be undertaken, including a Working with Children Check and police record and identity check?
Statements included in the advertisement:
This organisation promotes the safety, wellbeing and inclusion of all children, including those with a disability.
This organisation promotes the safety and wellbeing of Aboriginal children, and encourages applications from Aboriginal peoples.

This organisation promotes the safety and wellbeing of children from culturally and/or linguistically diverse backgrounds, and encourages applications from people from culturally and/or linguistically diverse background.

Interviews

The interview process is a very important step in selecting the right people for our school and in identifying any people who may pose a risk to children. Sufficient time is given to plan and prepare for the interview process, and form an interview panel with the right mix of experience and skills to carry out the interview, ensuring that all panel members are clear on what the position requires. Including open-ended, behavioural-based questioning (see below) will give us 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?'

Pre-employment Screening

Screening applicants is a good tool for helping to prevent people who may abuse children from entering your organisation.

Police checks

It is important to be upfront and ask the applicant if they have any criminal convictions, formal disciplinary action taken against them, or any finding of improper or unprofessional conduct. This could involve the applicant signing a declaration as part of an application form.

http://www.police.vic.gov.au/content.asp?Document_ID=274

This may also be covered in the face-to-face interview with the applicant with specific questions about child safety because your organisation takes child safety seriously.

Working with Children Check

Under the Working with Children Act 2005, people who are doing child-related work, and who are not exempt, need a Working with Children Check. Full details of the Working with Children Check process can be found on the Working with Children website: www.workingwithchildren.vic.gov.au

Referee Checks

The panel will contact at least two referees as this can provide insight into the applicant's character and skills. The most recent people that the person has worked with, are the ones likely to provide the School with the most accurate reference. Where possible, referees that can provide insights into the applicant's experience working with children are contacted.

Do you have any concerns about the applicant working with children?'

'Would you employ this person again?'

PROTECT

**THE
EDUCATION
STATE**

VICTORIA
State
Government

Education
and Training