



Recruitment Practices

(Based on: Child Safe Standards Toolkit: resource five)

The Child Safe Standards require organisations that provide services for children¹ to have recruitment and screening practices that reduce the risk of child abuse.² Frankston Park Primary School will implement all aspects of this document during each recruitment phase. The completed document for each advertised vacancy will be held on file.

Recruitment checklist

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.

This checklist will guide our school through critical steps in the recruitment process. It includes objectives and examples for:

- selection criteria in job descriptions
- advertising
- face-to-face interviews including behavioural-based questions and questions about motives for wanting to work with children
- [Working with Children Checks](http://www.workingwithchildren.vic.gov.au) <www.workingwithchildren.vic.gov.au>
- [police record checks and identity checks](http://www.police.vic.gov.au) <www.police.vic.gov.au> (including international police record checks where necessary)
- reference checks over the telephone with recent line managers
- probation periods.

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. The selection criteria for child safety will be used in conjunction with the standard KSC provided by the Department of Education.

Depending on the requirements of the advertised position, one or both of the selection criteria below will be used in the advertisement for the vacancy:

- *‘Must have experience working with children.’*
- *‘Must be able to demonstrate an understanding of appropriate behaviours when engaging with children.’*

¹ For a [list of the organisations in scope](http://www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/in-scope-organisations-for-child-safe-standards) for the child safe standards, please see the Department of Health and Human Services website: <www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/in-scope-organisations-for-child-safe-standards>

² The child safe standards aim to protect children from abuse in organisations, including physical violence, sexual offences, serious emotional or psychological abuse and serious neglect. For further explanation of the different types of child abuse, please see see [An Overview of the Victorian child safe standards](http://www.dhs.vic.gov.au/__data/assets/word_doc/0005/955598/Child-safe-standards_overview.doc): <www.dhs.vic.gov.au/__data/assets/word_doc/0005/955598/Child-safe-standards_overview.doc>.

Does your selection criteria clearly state the experience, qualifications, qualities and attributes expected from the successful applicant?	
Does your selection criteria outline the supervision and accountability processes in place which support child safety?	

Our selection criteria provides for the safety of all 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.

Does your selection criteria include a demonstration of the needs of children with a disability?

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Does your selection criteria include a demonstration of Aboriginal cultural safety and awareness?

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Does your selection criteria include a demonstration of cultural safety for children from culturally and/or linguistically diverse backgrounds?³

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Advertising

Planning your advertisement and its placement provides a good opportunity to demonstrate your commitment to safeguarding children and deter would-be offenders.

Our advertisement includes a message about our organisation’s commitment to child safety.	
Our advertisement includes reference to our Code of Conduct and Child Safe Policy.	
Our advertisement informs applicants that appropriate rigorous reference and background checking will be undertaken.	

Frankston Park Primary School promotes the safety, participation and empowerment of all children, including those with a disability. The following text will be included in our advertised vacancies:

‘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.’

Our job advertisement included a statement about our organisation’s commitment to the safety, participation and empowerment of all children, including those with a disability	
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Frankston Park Primary School is culturally safe for Aboriginal children and encourages their participation and empowerment. The following text will be included in our advertised vacancies:

‘This organisation promotes the safety and wellbeing of Aboriginal children, and encourages applications from Aboriginal peoples. Applicants are welcome to elaborate on experience they may have working with Aboriginal children and/or communities.’

Our job advertisement included a statement about our commitment to cultural safety, inclusion and empowerment of Aboriginal children, their families and communities	
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³ For definitions of key terms, please see [An Overview of the Victorian child safe standards:](http://www.dhs.vic.gov.au/___data/assets/word_doc/0005/955598/Child-safe-standards_overview.doc)
[<www.dhs.vic.gov.au/___data/assets/word_doc/0005/955598/Child-safe-standards_overview.doc>](http://www.dhs.vic.gov.au/___data/assets/word_doc/0005/955598/Child-safe-standards_overview.doc)

It is important that Frankston Park Primary School promotes the safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds. The following text will be included in our advertised vacancies:

‘Our school 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. Applicants are welcome to elaborate on experience they may have working with children from a culturally and/or linguistically diverse background.’

Our job advertisement includes a statement about our commitment to the safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds.



Interviews

The interview process is a very important step in selecting the appropriate people to work with or around the children of Belvedere Park Primary School. Panel members will possess a mix of experience and skills to carry out the interview, ensuring the position requirements are addressed. An open-ended style of behavioural-based questioning will give the panel insight into the applicant’s values, attitudes and understanding of professional boundaries and accountability. 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?’

We have included two of the questions above to assist us to determine how the interviewee will behave in certain situations.	
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We will ask for more information if the applicant does not provide sufficient information in his or her responses.

Unexplained lengthy gaps in employment history.
The applicant says they do not value or ‘need’ supervision.
The applicant is evasive or inconsistent in his or her answers.

Screening for Unpaid Positions

Screening applicants for unpaid positions will rely on the provision of appropriate police check documentation and referee checks where possible. Volunteers will be required to be in the immediate supervision of a paid employee.

Police checks

During the interview process we will ask the applicant the following child safety specific questions:

- If they have any criminal convictions, formal disciplinary action taken against them, or any finding of improper or unprofessional conduct.
- The applicant’s response should demonstrate a sufficient level of professionalism as well as an understanding of your obligations.

We have included a question about whether the applicant has any criminal convictions, cautions, other legal or pending cases, including formal disciplinary action, which may affect their suitability to work with children.	
During a face-to-face interview, we will take notice of how the applicant responds to questions with regard to his or her words and body language.	

We have ensured the applicant has undertaken a police record check (which includes identity check)	
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Working with Children Check/Referee Checks/Additional Checks

Screening applicants for Working with Children Checks will occur as per Frankston Primary School Working with Children Check Policy. Screening applicants for Referee Checks will be conducted for every shortlisted applicant. Any additional checks will occur as deemed required.

Further information

Further information on [child safe standards](http://www.dhs.vic.gov.au/about-the-department/plans,-programs-and-projects/projects-and-initiatives/children,-youth-and-family-services/creating-child-safe-organisations) can be found on the Department of Health and Human Services’ website <www.dhs.vic.gov.au/about-the-department/plans,-programs-and-projects/projects-and-initiatives/children,-youth-and-family-services/creating-child-safe-organisations>.

Additional resources for organisations in the child safe standards toolkit can be found on the [Department of Health and Human Services website](http://www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/child-safe-standards): <www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/child-safe-standards>. In particular, [An Overview to the Victorian child safe standards](#), has information to help organisations understand the requirements of each of the child safe standards, including examples of measures organisations can put in place, a self-audit tool and a glossary of key terms: <www.dhs.vic.gov.au/_data/assets/word_doc/0005/955598/Child-safe-standards_overview.doc>

Note for registered schools: a forthcoming Ministerial Order under the *Education and Training Reform Act 2006* will contain the minimum actions that schools must take to meet each of the child safe standards. There will be a lead in time before regulation will commence to allow schools time to prepare. The Department of Education and Training and the Victorian Registration and Qualifications Authority will provide information and materials specifically for schools to assist with capacity building and compliance.

Registered schools can contact the Department of Education and Training: child.safe.schools@edumail.vic.gov.au

DEVELOPED	2018
PRINCIPAL	Renee Kennedy
SCHOOL COUNCIL PRESIDENT	Chad Wilson
EVALUATION	This policy will be reviewed as part of the school’s three year review cycle, or as required due to changes in relevant Acts, Laws, DET mandates, or should situations arise that require earlier consideration.