

# STAFF RECRUITMENT

## POLICY

**Definition:** Staff recruitment refers to the process of identifying staffing needs, advertising positions, forming a selection panel, shortlisting applicants for interview, selecting an applicant for employment, ensuring referee contact and completing all requirements identified by DET in the recruitment of staff process - <http://www.education.vic.gov.au/hrweb/careers/Pages/recruitinsch.aspx>

**Rationale:** 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.

### **Aims:**

- To ensure that all staff are aware of the processes, and steps, that must be undertaken when recruiting staff
- To ensure the successful applicant is a person who has no criminal offences, or misconduct reviews, that would impact on their ability to work with children and to keep children safe from abuse

### **Implementation:**

- The principal in consultation with staff, will review the coming year's staffing needs in July of each year and make decisions as to what positions will be advertised. Staff will be given copies of projected enrolments and an anticipated staffing budget to inform decision making. Where there is a conflict of interest for the principal, they must not be involved in any part of the recruitment process, for that position.
- A selection panel will be formed for each advertised position. The panel will be convened in line with all DET guidelines
- A School Council member will be sought for every position advertised
- The selection panel will formulate a school specific criterion in addition to the global criteria for each position
- The advertised positions will be made available on 'Recruitment on Line'
- At the close of the advertising period, the selection panel will review all applications and rank them in order of suitability
- The selection panel will meet as soon as practical to rank applicants, shortlist for interview and set interview questions
- All interviews will be conducted in line with DET guidelines and all required DET documentation will be completed by the panel chairperson. Each shortlisted applicant must be asked:
  - *Do you have any criminal convictions, formal disciplinary action taken against you, or any finding of improper or unprofessional conduct?*
- All recommended applicants must have at least two referee checks performed by the selection panel or the panel chairperson. Notes must be taken. When speaking with the referees, the panel should seek to establish the referee's relationship with the applicant, including:
  - ✓ *how long the applicant and referee worked together*
  - ✓ *the specifics of the position*
  - ✓ *the applicant's perceived strengths and weaknesses*
  - ✓ *whether the referee would hire the person again, particularly in a role working with children, and whether they have any concerns about the applicant working with children.*

- The recommended applicant will be required to show a current 'Working with Children' (online.justice.vic.gov.au/wwccu/checkstatus.doj) check in the case of an ESO, or 'Victorian Teacher Registration' card in the case of a teacher
- The successful applicant will have a 6 month probation period if new to the school
- All employees will be given a copy of the 'Child Safe Policy' and the 'Child Safety Code of Conduct' to sign before beginning their employment
- All new staff, and existing staff once a year, must be inducted by the child safety officer in the following areas:
  - ✓ identifying, assessing and reducing or removing child abuse risks
  - ✓ the school's policies and procedures in relation to child safety (including the 'Code of Conduct' and 'Child Safe' policies)
  - ✓ legislative requirements, such as obligations to report child abuse<sup>1</sup>, reduce and remove known risks of child abuse<sup>2</sup>, and to hold Working with Children Checks<sup>3</sup> where required
  - ✓ how to handle a disclosure or suspicion of abuse, including the school's reporting guidelines
  - ✓ cultural, disability, sexual preference awareness training

### **Evaluation:**

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

July 2016

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<sup>1</sup> The failure to disclose criminal offence requires adults in Victoria to report to police a reasonable belief that a sexual offence has been committed against a child (unless they have a reasonable excuse for not doing so). More information about [failure to disclose](http://www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+disclose+offence) is available on the Department of Justice and Regulation website <www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+disclose+offence>.

Failure to disclose does not change mandatory reporting obligations. Certain professionals are mandatory reporters, meaning they are required to report to the Department of Health and Human Services if they believe on reasonable grounds that a child is in need of protection from physical and sexual abuse. More information about [mandatory reporting](http://www.dhs.vic.gov.au/cpmanual/intake/overview-of-intake-of-reports-under-the-children,-youth-and-families-act/1122-mandatory-and-other-required-reporting) is available in the *Child protection manual* <www.dhs.vic.gov.au/cpmanual/intake/overview-of-intake-of-reports-under-the-children,-youth-and-families-act/1122-mandatory-and-other-required-reporting>.

<sup>2</sup> The failure to protect criminal offence applies to people within organisations who knew of a substantial risk of child sexual abuse by someone in the organisation and had the authority to reduce or remove the risk, but negligently failed to do so. More information about [failure to protect](http://www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+protect+offence) is available on the Department of Justice and Regulation website <www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+protect+offence>.

<sup>3</sup> For more information about [Working with Children checks](http://www.workingwithchildren.vic.gov.au) visit the working with children website <www.workingwithchildren.vic.gov.au>.