



BRISBANE GRAMMAR SCHOOL

Recruitment and Selection Policy

(Version 1.2 1809)

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RECRUITMENT AND SELECTION POLICY (V1.2 1809)

1. Purpose and application

This policy sets out the requirements for the recruitment and selection of Staff at Brisbane Grammar School (referred to in this Policy as “**BGS**” or “**the School**”) and provides the necessary tools to ensure that this process:

- Attracts the most talented staff for the position to meet the present and future needs of the School and its community;
- Has due regard to relevant legal requirements including discrimination, privacy and child protection legislation; and
- Minimises the risk of Harm to students at the School by Staff.

This policy applies to the recruitment of all Staff. All members of the Board of Trustees and Staff have a responsibility to comply with this policy. All Staff are required to attend any training provided by the School to ensure they fully understand all aspects of this policy and the School’s commitment to it.

For certain Staff who are not employees and/or who are not engaged to work with children (e.g. ad hoc contractors and some volunteers), the recruitment and selection procedures may differ in some respects from those outlined in this Policy. However, the School will in all cases ensure that it complies with legislation and takes other appropriate steps to limit risk to its students.

Only members of the Board of Trustees and the Senior Leadership Team are authorised to recruit Staff, including advertising for Staff, on behalf of the School.

2. Related School policies and legislation

The following related School policies and legislation are referenced in this policy:

2.1. Related School policies

- Anti-Discrimination Policy
- Child Protection Policy and Child Risk Management Strategy
- Conflict of Interest Policy
- Privacy Policy and Standard Information Collection Notice

2.2. Legislation

- Education (Queensland College of Teachers) Act 2005 (Qld) (**QCT Act**)
- Privacy Act 1988 (Cth) (**Privacy Act**)
- Working with Children (Risk Management and Screening) Act 2000 (Qld) (**Working with Children Act**)



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3. Definitions

In this policy:

“Harm” is any detrimental effect of a significant nature on a student’s physical, psychological or emotional wellbeing, irrespective of cause. Causes of harm may include, but are not limited to: physical, psychological or emotional abuse or neglect; or sexual abuse or exploitation. Harm may be caused by a single act, omission or circumstance, or by a series or combination of acts, omissions or circumstances.

“Staff” means all employees, other personnel such as consultants, contractors, and people undertaking work experience or vocational placements and volunteers working for or at the School.

A **“student”** is any person regardless of age who is enrolled at the School.

4. Job advertisements, application forms and selection criteria

Vacant positions will be advertised internally prior to or concurrent with any other external medium, including social media and recruitment agencies. Care should be taken when structuring advertisements to promote the value proposition of the role and the School in an engaging and concise manner.

Staff may recommend someone they have a close personal relationship with for a vacant position, but must not otherwise take part in the recruitment and selection process.

Job advertisements, application forms and/or selection criteria/duty statements for a role will:

- Contain a clear condition that applicants and Staff meet the School’s requirements for child safety in accordance with its *Child Protection Policy and Child Risk Management Strategy*;
- Specify the experience and qualifications required for the role, including whether teacher registration or a Blue Card is necessary for the successful candidate; and
- Specify the School’s requirements for referee and identity checks and for disclosure by a candidate of any information relevant to the candidate’s eligibility or suitability to engage in activities involving children.

Candidates applying for advertised positions at the School will be provided a copy of this policy and it is also accessible on the School’s website.

5. Interviews

The interview process will include at least one face to face interview.

Interviews will be arranged and conducted in a manner which ensures the candidate has been assessed thoroughly and fairly for the position and that they have a good understanding of the role and the School. An interviewer must not have an actual, potential or perceived conflict of interest as defined in the *Conflict of Interest Policy*.



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Questions asked of a candidate during interviews will relate to:

- A candidate's work history, background and attitudes to topics relevant to the role; and
- The selection criteria / duty statement for the role.

During interviews, candidates will be provided with information about the School's child protection policies and procedures and questions will be asked to test the candidate's:

- Values and attitudes concerning relationships with children; and
- Understanding of sexual (and other) abuse, its causes and prevention.

During the interview, candidates will also have the opportunity to ask any questions or clarify any issues they may have.

6. Screening and references

If progressing with a candidate, due diligence must be completed prior to an offer of employment (or other form of engagement) being made.

6.1. Screening

- All applicants must provide identification and other documentation to confirm their qualifications and experience as required by the School;
- All teachers must be registered or provisionally registered with the Queensland College of Teachers under the QCT Act, or have received special dispensation from the College;
- All non-teaching members of staff (including Board members) must have a "blue card" in accordance with the requirements of the Working with Children Act; and
- In some cases, as deemed appropriate by the School in its absolute discretion, prospective paid or unpaid Staff who work with students but are not required to hold a blue card (e.g. a parent volunteer) may be asked to consent to a criminal history check.

The School's blue card requirements and procedures are set out in the BGS *Child Risk Management Strategy* (Annexure D to the *Child Protection Policy*).

6.2. References

At least two verbal reference checks are mandatory for any role at the School. In addition:

- One of the referees should be the candidate's most recent direct supervisor; and
- One of the referees should be the candidate's most recent Headmaster / Principal (if applicable).

The referees from whom reference checks are obtained must not have a close personal relationship with the candidate.

Priority should be given to reports of referees who can comment on the candidate's most recent child related employment or other activities. Referees will be asked questions regarding the candidate's attitude and behaviour toward children in their previous role/s.



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If reference checks cannot be undertaken until the preferred candidate has resigned from their current position, then the offer of employment (or other form of engagement) will be made subject to the receipt of two satisfactory references that meet the requirements detailed above.

The School reserves the right to contact any persons who may have relevant knowledge of the candidate's qualifications and experience, whether or not such persons are nominated as referees by the candidate.

7. Offer and finalisation

7.1. Successful candidate

Once a decision is reached on a preferred candidate, a verbal offer of employment (or other form of engagement) may be made to the candidate. A written offer of employment (or other form of engagement) will then be provided to the candidate as soon as practicable. All roles will be subject to an appropriate probationary period to allow the School to assess the suitability of the Staff member in that role.

7.2. Unsuccessful candidate

The School will notify unsuccessful candidates of the outcome of their application. Care will be taken to provide clear communication and avenues for follow up where possible.

8. Anti-discrimination and diversity

8.1. Anti-discrimination

Discrimination is any practice that makes distinctions between individual groups which disadvantage some and advantage others.

Care will be taken throughout the recruitment and selection process to minimise the possibility of either direct or indirect discrimination. Decisions on recruitment should be made in accordance with this policy and based solely on the ability of a candidate to effectively achieve the outcomes required of a position. No consideration is to be given to any factors which are covered by discrimination and equal opportunity legislation.

The School will not request unnecessary information which can be used to discriminate against a person, unless genuinely required for a non-discriminatory purpose.

For more information refer to the School's *Anti-Discrimination Policy*.

8.2. Diversity

The School is strongly committed to diversity in the workplace. BGS recognises the value and importance of diversity and is firmly committed to creating a high performance and inclusive culture that fosters, supports and celebrates diversity. Staff must support and deliver on these commitments during the recruitment and selection process.



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9. Privacy

The School is committed to protecting the privacy of individuals and is bound by the Australian Privacy Principles set out in the Privacy Act. A candidate's CV and academic transcripts are personal information and BGS must only collect, use or disclose personal information in accordance with the Act and the School's *Privacy Policy and Standard Information Collection Notice*.

10. Contact Information

If you have any questions regarding this policy please contact the Deputy Headmaster – Staff, or the Chief Financial Officer.

11. Policy Management

The School may, from time to time, review and update this document to take account of new laws and technology, changes to the School's operations and practices and to make sure it remains appropriate to the changing school environment.

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