



KINROSS WOLAROI SCHOOL

CHILD SAFE RECRUITMENT POLICY

1. POLICY STATEMENT

- 1.1 Kinross Wolaroi School (the **School**) is a Child Safe Organisation. As such, the School undertakes the necessary steps to identify the most suitable people to work with our children and young people.
- 1.2 This policy addresses child safe practices in recruitment, induction and training, and supervision and management. It aligns with Principle Five of the *National Principles for Child Safe Organisations*; 'People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice' and Standard Five of *The NSW Child Safe Standards*.
- 1.3 This policy should be read in conjunction with the School's *Staff Code of Conduct* and *Child Protection Policy*.

2. GUIDING PRINCIPLES

- 2.1 Principle Five describes recruitment and staff development policies, including appropriate screening, that are the foundation of child safe organisations. This principle also includes induction training, understanding child safety responsibilities and cultural safety concepts, and appropriate supervision of staff and volunteers.
- 2.2 At all times, the safety, welfare and well-being of students and children will be the paramount consideration in all decisions made and action taken.
- 2.3 The School promotes equality and integrity in all part of the recruitment and selection process and does so in accordance with the relevant legislation.

3. RECRUITMENT AND SELECTION

- 3.1 The School's recruitment, including advertising, referee checks and staff and volunteer pre-employment screening, places emphasis on the safety, welfare, and wellbeing of children and young people. Each stage follows a consistent, methodical process and be undertaken in consultation with the relevant key stakeholders.

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- 3.2 The School's Candidate Information Packs will outline the recruitment procedure for each position.
- 3.3 School Candidate Information Packs and related Position Descriptions for each role will include:
- the specific skills and knowledge required
 - appropriate essential and desirable selection criteria
 - the experience, qualifications, qualities, and attributes expected from the successful applicant
 - the supervision and accountability processes in place
 - a statement pertaining to the School's commitment to child safety
 - reference to the mandatory Working with Children Clearance; referring the applicant to: <https://www.ocg.nsw.gov.au/child-safe-organisations/working-with-children-check>

4. ADVERTISING

- 4.1 Position within the School will be advertised on digital media and/or with external recruiters as required.
- 4.2 When advertising positions the School will:
- include a statement of the School's commitment to the safety, welfare and wellbeing of all children and young people
 - reference commitment to the School's *Child Protection Policy* and *Staff Code of Conduct*
 - reference the School's robust screening procedures for all applicants, including reference checking, one of which, must be a recent supervisor
 - inform applicants that a Working with Children (WWC) is mandatory for successful applicants and required to be supplied and verified before commencement in the role, referring applicants to: <https://www.service.nsw.gov.au/transaction/apply-working-children-check>

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5. INTERVIEWING

- 5.1 When interviewing potential applicants, the School will:
- a. form an appropriately skilled interview panel with a member having expertise relating to child safety. The minimum quorum for an interview panel is at least two members.
 - b. ensure HR creates a bank of open-ended, behavioural-based questions, on topics such as motivation for working at the School and include questions on working safely with children and/or what a child safe organisation means to the applicant.
 - c. ensure the panel is briefed to be aware of potential warning signs which may include:
 - i. erratic employment history and unexplained gaps in employment
 - ii. the applicant seems 'too good to be true',
 - iii. the applicant does not value or 'need' supervision,
 - iv. the applicant is evasive or inconsistent in their answers.
 - d. ask for more information if the applicant does not provide sufficient information in their responses.
 - e. clearly document and discusses any concerns and conduct follow up inquiries as required.
- 5.2 The School's will ensure that members of the interview panel are free from a conflict of interest.
- 5.3 There are some circumstances when declaring a conflict of interest to the Principal (be it perceived, potential or actual) may be sufficient to adequately mitigate or manage any concern. However, when a conflict of interest arises due to a member of the panel having any one or more of the following, further inquiry and/or action will be required:
- a. has, or has had, a close personal or working relationship with an external applicant;
 - b. is related to an applicant;
 - c. has prior knowledge of an external applicant outside of the work environment which could potentially affect the decision they make, or be perceived to do so.
- 5.4 Where there is an actual or perceived conflict of interest, the panel must disclose it and remove themselves from the panel. If the School becomes aware of an actual or perceived conflict of interest related to a panel member, the member will be removed.

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6. REFEREE AND ADDITIONAL INQUIRIES

- 6.1 When conducting referee checks the School will:
- conducting a minimum of two referee checks on all applicants
 - obtain a verbal reference to provide better insight into the applicant's character and capabilities and to allow for additional clarification/questioning
 - obtaining referee checks from recent supervisors/managers as opposed to friends or colleagues
 - establishing the referee's relationship with the applicant, the applicant's responsibilities, perceived strengths, weaknesses and suspected concerns including performance issues
 - include questions about direct contact with children and working in a child safe organisation. A child safe approach would include questions regarding the applicant's work with children, any concerns they might have had or were raised about the applicant, and how children perceived them
- 6.2 Further background checking may include:
- Requiring and recording at least two certified documents (for example driver's licence, passport) which confirms identity
 - Verifying the applicant's qualifications and asking for a certified copy

7. STAFF INDUCTION PROCESS

- 7.1 The School ensures that the induction process provides all new staff (paid or voluntary) with information to understand the expectations of the School. The School's *Child Protection Policy* is incorporated into all staff induction and orientation processes.
- 7.2 At the conclusion of the induction process, all staff and volunteers will be aware of their responsibilities to children and young people, including record keeping, information sharing and reporting obligations.
- 7.3 The following information is compulsory for all new staff to review, and sign, as part of their induction process:
- the School's *Staff Code of Conduct*
 - the School's *Child Protection Policy*

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8. CONTRACT OF EMPLOYMENT

8.1 All School staff are subject to a probationary employment period in alignment with the *National Employment Standards* and the *Fair Work Act 2009* (Cth).

9. SUPERVISION AND MANAGEMENT

9.1 The School will include, as part of its ongoing supervision and management, a focus on child safety, welfare and wellbeing.

9.2 The School continues to implement the following:

- a. ongoing education to staff and volunteers in child abuse awareness, child abuse prevention and child safe practices
- b. ongoing support and supervision for staff and volunteers that explores values, attitudes, expectations and work practices relating to child safety
- c. opportunities to share workplace observations and problems, and to safely explore views about child safety issues with their supervisor or manager
- d. implementation of a risk management strategy and monitoring procedures to enhance child safety
- e. manage and record any concerns through supervision, performance management and probation processes.

10. SUPPORTING PROCEDURES AND RELATED POLICY

- Child Protection Policy
- Staff Code of Conduct

11. LEGISLATION AND REGULATIONS

- *Children and Young Persons (Care and Protection) Act 1998* (NSW)
- *Child Protection (Working With Children) Act 2012* (NSW)
- *The Childrens Guardian Act 2019* (NSW)
- *Education Act 1990* (NSW)
- *National Principles for Child Safe Organisations*
- *The NSW Child Safe Standards*

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12. POLICY HISTORY

Original policy adopted by School on 21 July 2022.

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