



## East Bentleigh Primary School

### PROCEDURE FOR STAFF RECRUITMENT & EMPLOYMENT

This document is to be read in conjunction with the Human Resources Policy and guidelines. As well as the fact sheets relating to selection, recruitment and induction.

#### RECRUITMENT OF STAFF AT EAST BENTLEIGH PRIMARY SCHOOL

Each job or category of jobs for school staff that involves child connected work must have a clear statement that sets out:

- The job's requirements, duties and responsibilities regarding child safety
- The job occupant's essential or relevant qualifications, experience and attributes in relation to child safety
- all applicants for jobs that involve child connected work for the school must be informed about the school's child safety practices (including the code of conduct)

#### SELECTING SCHOOL STAFF

In accordance with any applicable legal requirement or school policy, the school must make reasonable efforts to gather, verify and record the following information about a person whom it proposes to engage to perform child connected work:

- Working with Children Check status, or similar check
- Proof of personal identity and any professional or other qualifications
- The person's history of work involving children
- References that address the person's suitability for the job and working with children
- Identification and explanation of any gaps in employment periods.
- The person's current or immediate past employer is to be contacted and asked a range of questions as outlined in the Suitability for child-connected work section in the Guide
- Where the responses to these questions raise any concerns with the principal, before taking any further action in relation to that person's employment, the principal must seek advice from the Employee Conduct Branch.

#### SCREENING/BACKGROUND CHECK – VERIFYING THE APPLICANT'S IDENTITY, SUITABILITY AND QUALIFICATIONS

The following must occur to verify the applicant's identity and suitability:

- Two forms of identification that must be the same as the address provided by the applicant.
- Original academic transcript or qualification/s that confirms their claims about their qualifications or registrations.
- If the applicant is registered by the Victorian Institute of Teaching (VIT), it must be verified the registration is current.
- Sight and retain a copy of the applicant's current Working with Children Check
- Identification and explanation of any gaps in employment periods.
- Other background searches for example (Google, Facebook, LinkedIn)

## REFEREE CHECKS

The following must occur during the referee check process:

- *The applicant must nominate at least two referees including: the current or most recent employer, and direct supervisor/line manager.*

**The following questions must be asked of referee's:**

- *Is there any personal relationship between the applicant and his or her previous supervisor/manager (this may affect the objectivity of the reference)?*
- *Can the referee confirm that the work history and previous employment details the applicant has provided are accurate?*
- *Has the referee(s) directly supervised the applicant and observed their work with children?*
- *Would the referee(s) employ the person again?*
- *Did a referee(s) have any concerns about the applicant working directly with children?*
- *Did a referee(s) have any concerns about the applicant's adherence to the organisation's code of conduct?*

## CHILD SAFE ENVIRONMENT – CONTACT WITH PREVIOUS EMPLOYER

**Questions to be asked:**

1. Have you directly observed **[applicant's name]** work with children?
2. During the period that **[applicant's name]** worked in your organisation, did you have any concerns about his/her behaviour or conduct when working with a child or children? If yes, what steps were taken to deal with these concerns? Were these concerns satisfactorily resolved?
3. Do you have any concerns about **[applicant's name]** working directly with children?
4. Has any disciplinary action been taken against the applicant in relation to inappropriate or unprofessional conduct towards a child?
5. Were there instances where you had concerns that **[applicant's name]** did not always behave with integrity in their employment, such as not dealing with others in an ethical manner, not declaring or managing a conflict of interest appropriately or not dealing with sensitive or confidential information in an appropriate way? If yes, what steps were taken to deal with these concerns? Were these concerns satisfactorily resolved?
- 6.

## INDUCTION

Each job or category of jobs for school

The school must ensure that appropriate supervision or support arrangements are in place in relation to:

- The induction of new school staff into the school's policies, codes, practices, and procedures governing child safety and child connected work.
- Monitoring and assessing a job occupant's continuing suitability for child connected.

## POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2023
Approved by	Principal
Next scheduled review date	May 2025