

Thomastown Meadows Primary School

Child Safe Recruitment Checklist

Thomastown Meadows Primary School has rigorous procedures in place in the recruitment and screening process, meeting the child safety requirements for staff selection, supervision and management practices (Clause 10 Ministerial Order No 870). A strong focus of the recruitment and screening process is on child safety- zero tolerance of child abuse, in order to minimise the risk of appointment of a person posing a risk to a child.

When recruiting new staff or volunteers' consideration is taken to assess the suitability of the applicant based on some the following child safety areas involved in child related work. These being:

- the candidates motivation for working with children
- exploration of the candidates understanding of professional boundaries, child safety and prevention
- relevant, verifiable qualifications, experiences and attributes in relation to child related work
- having an understanding of the job requirements, duties and responsibilities regarding child safety.

Various recruitment tools, training and supervision are used and provided to all personnel to minimise the risk of child abuse. Opportunities are provided for all employees and volunteers to develop and maintain skills to ensure child safety and enable the consistency of following child safety policies and procedures.

Phase 1-Selection Criteria

Thomastown Meadows Primary School will ensure job descriptions and advertisements reflect the child safe standards;

- our school is committed to child safety. We have a zero tolerance of child abuse. Our recruitment practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out Working with Children, Police records and reference checks to ensure that we are recruiting the right people.
- all applicants will be provided with a statement that sets out clearly the job's requirements, duties and responsibilities and the essential qualifications, experience and attributes in relation to child safety
- all applicants will also be informed of the school's child safety practices, policies including the Safety Code of Conduct
- advise of rigorous background checks to verify information, including Working with Children Checks, VIT registration and online searches
- behavioural and value based interview questions that will gain an accurate sense of the applicants suitability.

Phase 2- Screening and Background Checks

Thomastown Meadows Primary School will make reasonable efforts to gather, verify and record the following information about the applicant:

- working with Children Check and VIT registrations if applicable

- at least two forms of identification will be sought eg driving licence, passport
- conduct a background check using online forums such as, but not limited to Facebook, LinkedIn, Google, Instagram, Snap Chat etc
- sight an original academic transcript of qualifications
- at least two verbal reference checks with previous employers who can provide insight into the applicant's skills and character
- establish from the referees, their relationship to the applicant, specifics of the previous position, capabilities of the applicant and any concerns that they may hold regarding the applicant working with children

Phase 3- Contracts/Inductions

Thomastown Meadows Primary School can offer probation contracts to new staff members to assess their performance and suitability prior to confirming permanent employment. Probation length can vary and offers an opportunity to set goals and identify training and other support needs.

Employment contracts signed by staff and induction for volunteers and contractors will make clear that proven breaches of school policies, procedures and Codes of Conduct will be regarded seriously.

Our school will also ensure that appropriate support and supervision arrangements are in place for newly appointment staff or volunteers in relation to:

- the induction of new staff into the school's policies, codes, practices and procedures regarding child safety and
- monitoring and assessment of employees continuing suitability for the position through yearly performance and development reviews.

This document has been endorsed by School Council in

August 2016