



# Laurimar Primary School

## Child Safety

### Staff Selection Processes and Checklist

Laurimar Primary School takes its responsibility for keeping all children safe very seriously and is required to meet child safety requirements for staff selection, supervision and management.

1. Each job or category of jobs for school staff involving child connected work will have a clear statement setting out:
  - The job's requirements, duties and responsibilities regarding child safety; and
  - The job occupants' essential or relevant qualifications, experience and attributes in relation to child safety
2. All applicants for jobs that involve child connected work will be informed about the school's child safety practices, including the code of conduct
3. In accordance with Department of Education and Training policy, the school will 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; and
  - References that address the person's suitability for the job and working with children
4. The school need not comply with the requirements in step 3 above if it has done so regarding a particular individual within the previous 12 months
5. The school will ensure 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; and
  - Monitoring and assessing a job occupant's continuing suitability for child connected work
6. The school will implement practices that enable the School Council to be satisfied that people engaged in child connected work perform appropriately in relation to child safety

#### **Considerations when Recruiting New Staff and Volunteers**

When recruiting new staff or volunteers the following child safety areas will be assessed, in accordance with the specific role in question:

- Motivation to work with children (personal or professional)
- Relevant and verifiable child related work experience
- Understanding of professional boundaries
- Communication skills
- Working With Children's Check (WWCC)

### Checklist for Staff Selection

This checklist will be completed when recruiting new staff and will be kept in the file of the relevant staff member if appointed.

Phase 1: Pre-selection. Ensuring transparency and natural justice in the selection process.

Questions	Yes	No
Has the school reviewed its position description to reflect the child safe standards?		
Has the applicant been provided with a statement that sets out the job's requirements, duties and responsibilities regarding: <ul style="list-style-type: none"> <li>• child safety, and</li> <li>• essential or relevant qualifications, experience and attributes in relation to child safety?</li> </ul>		
Has the applicant been informed about the school's child safety practices including the school's child safety code of conduct?		
Has the applicant been informed of their role in ensuring a child safe environment?		
Has the applicant been advised that the selection process will involve a rigorous background check including a current Working with Children Check (WWCC) or registration with the Victorian Institute of Teaching?		

Phase 2: Screening/Background Check — Verifying the Applicant's Identity, Suitability and Qualifications

Questions	Yes	No
Have you checked at least two forms of personal identification eg driver's licence, passport? Is the name and address the same as those provided by the applicant?		
Does the applicant have an 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) have you verified the registration and ensured that it is current? (noting that a teacher registered with VIT does not need a Working with Children Check)		
Have you sighted and retained a copy of the applicant's current Working with Children Check?		
Are there any unexplained gaps in the applicant's employment history? If so, are there satisfactory explanations such as travel, study leave, family leave?		
Have you conducted any other background searches eg by using Google, Facebook or LinkedIn?		
Has the applicant nominated at least two referees including: <ul style="list-style-type: none"> <li>• the current or most recent employer, and</li> <li>• direct supervisor/line manager.</li> </ul>		
Is there any personal relationship between the applicant and his or her previous supervisor/manager (this may affect the objectivity of the reference)?		

Have you checked with the referee 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?		
Have you asked the referee(s) about a time when they observed the applicant managing the behaviour of a child?		
If the reference is in writing, have you contacted the referee to confirm authenticity?		
Does the applicant have experience working with children outside their employment (eg volunteering, private tutoring or coaching, non-commercial child-minding etc)?		