



Recruitment Practices

STANDARD 4

Robust recruitment processes help ensure the best applicants are employed. From advertising through to conducting interviews and checking the background of applicants, it is important that each step is done consistently and thoroughly.

We follow Human Resource practices for a Child Safe Environment, VIT regulations and Department Of Education Guidelines, to ensure the professionalism of the interview panel and the processes required for successful recruitment.

Selection criteria

Using DET approved criteria is a valuable first step to reducing the risk of appointing someone who poses a child safety risk. It will also ensure that applicants have the specific knowledge and skills required for the position.

Our applicants will have the opportunity to indicate their understanding of, or any experience they have in working with children with diverse needs and/or backgrounds. All staff and volunteers consider the safety of all children, and the importance of cultural safety for Aboriginal children, cultural safety for children from culturally and linguistically diverse backgrounds, and the safety of children with a disability.

Pre Selection – Ensuring transparency and natural justice in the selection process

The applicant has been provided with a statement that sets out job requirements, duties and responsibilities regarding:

Advertising

Advertisement placement provides a good opportunity to demonstrate our commitment to safeguarding children and deter would-be offenders.

Positions vacant are advertised on the DET Recruitment online to ensure suitable candidates apply.

The school summary in the advertisement includes a statement which shows our commitment to promoting the safety, participation and empowerment of all children, including those with a disability ie.

Sandringham Primary School *promotes the safety, wellbeing and inclusion of all children, including those with a disability. Applicants are welcome to elaborate on experience they may have working with children with a disability.'*

Sandringham Primary School *promotes the safety and wellbeing of Aboriginal children, and encourages applications from Aboriginal peoples. Applicants are welcome to elaborate on experience they may have working with Aboriginal children and/or communities.'*

Sandringham Primary School *promotes the safety and wellbeing of children from culturally and/or linguistically diverse backgrounds, and encourages applications from people from culturally and/or linguistically diverse background. Applicants are welcome to elaborate on experience they may have working with children from a culturally and/or linguistically diverse background.'*

Interviews

The interview process is a very important step in selecting the right people for our school and in identifying any people who may pose a risk to children.

Sufficient time to plan and prepare for the interview process, and form an interview panel with the right mix of experience and skills to carry out the interview is required. Where possible / necessary, consideration of including Aboriginal peoples, people from diverse backgrounds and people with a disability on the interview panel.

We use open-ended style behavioural-based questions, which give us insight into the applicant's values, attitudes and understanding of professional boundaries and accountability.

Consideration of the interview panel members' thoughts and feelings when interacting with the applicant are important. We ask for more information if the applicant does not provide sufficient information in his or her responses.

We need to take note in –

- unexplained lengthy gaps in employment history
- the applicant says they do not value or 'need' supervision
- the applicant is evasive or inconsistent in his or her answers

Screening/background check – verifying the applicants identify, suitability and qualifications

Applicants are screened (including for paid and volunteer positions) as per DET Guidelines and VIT expectations.

Checks take the form of -

- Police checks
- Working with Children Check
- Referee checks
- Proof of identify
- Academic transcript or verification from the Victorian Institute of Teaching
- Where appropriate a Working with Children Check
- Any personal relationship between the applicant and the referee
- Background searches using Google, Facebook or LinkedIn

When speaking with the referees, we seek to establish the referee's relationship with the applicant, including:

- How long the applicant and referee worked together?
- The specifics of the position in alignment with the schools values and child safety standards.
- The applicant's perceived strengths and weaknesses
- Would the referee hire the person again, particularly in a role working with children, and whether they have any concerns about the applicant working with children?
- Has the referee supervised the applicant and observed their work with children?

Ask behaviour-based questions like:

- What did the applicant do when, [for example, they had to comfort a distressed child]?'
- 'Do you have any concerns about the applicant's attitude towards Aboriginal peoples / people from culturally and/or linguistically diverse backgrounds / people with a disability?'

- 'Do you have any concerns about the applicant working with children?'
- 'Would you employ this person again?'

Probation periods

Probation periods can help you assess a new staff member's performance and suitability for the job before confirming their permanent employment. If you have any concerns about the person working with children, you should seriously consider whether you want them to remain in the job and your organisation.

The probation period of 3 months is in line with DET regulations.

Consideration should be given as to whether the person should receive closer supervision and additional training throughout the probation period. A probation period can offer an opportunity to set goals with new staff members and identify training, supervision and other support needs.

Casual Relief Teachers

The school employs five CRT on local payroll who have been recruited and reference checked, attending professional development and child safe standards procedures.

Sandringham Primary uses CRTs from Free Agency Employment Services. They require their teachers to read and sign the Government Child Safe Standards, VIT registrations, CRT expectations and guidelines, 30 minute interview and two reference checks.