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## child safe standards

NUMBER: .....10073

TITLE: ..... STANDARD 4- STAFF SELECTION

LOCATION: ..... STAFF

REVIEWER: .....HR

REVIEW FREQUENCY: ..... Q1 - YEARLY

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### **PURPOSE**

**Ballarat Grammar is committed to zero tolerance of child abuse in every form. All staff and members of our community have a duty of care to protect the safety, health and wellbeing of all children in their care.**

**As a school with a diverse population, this includes students with a disability, Aboriginal and Torres Strait Islander children and children from culturally and linguistically diverse backgrounds.**

In accordance with Ministerial Order 870 “Child Safe Standard 4: Staff Selection, Ballarat Grammar endeavours to ensure that the selection process for recruitment of new staff and volunteers is rigorous in regard to an applicant’s suitability to undertake child-connected work. This procedure outlines the steps involved in the recruitment process that ensure natural justice for all applicants seeking employment or voluntary work at the School.

### **PROCEDURES**

#### **Position Descriptions**

As each employment vacancy arises, the position description undergoes a review and includes the statement emphasising zero tolerance (in bold above). Details of essential or relevant qualifications, experience and attributes in relation to child safety will also be included. Position descriptions will be available to all applicants, both electronically via the website and in hard copy by request.

#### **Shortlisting of Applicants**

Shortlisted applicants will be asked to confirm that they have read and understood the position description in the first instance and that they understand the child safety practices and code of conduct of the School. Background searches will be conducted using, for example, Google, Facebook and LinkedIn. Applicants will be asked to provide the contact details of at least two referees, a current or most recent employer and a direct supervisor/manager.





## Interview Process

Interviewees will be advised that the selection process will involve a rigorous background check. Proof of current Victorian Institution of Teaching (VIT) registration or a current Working with Children Check (WWCC) will be required, as well as proof of qualifications, including original transcripts, and registrations, as appropriate. The interview panel will emphasise that all staff are required to have the duty of care to protect the safety, health and wellbeing of all children in their care at all times. Any apparent gaps in the employment history of an interviewee will be thoroughly investigated.

## Reference Checks

Reference checks will include:

- Confirmation that previous employment details provided by the interviewee are accurate
- Questions regarding any direct supervision of children by the interviewee in their current or previous employment
- Asking the referee if they would employ the interviewee again
- Shortlisted applicants are required to submit two forms of personal identification, and the HR Co-ordinator will ensure that names and addresses are the same as those provided by the applicant

## Interviews

The interview process is a very important step in selecting the right person for Ballarat Grammar and in identifying any people who may pose a risk to students in our care.

The interview process should include sufficient time to plan and prepare for the interview, forming the panel with the right mix of staff experience and skills to carry out the interview, ensuring that all panel members are clear on what the position requires.

An open-ended style of behavioural-based questioning should enable the interviewers to assess the applicant's values, attitudes and understanding of professional boundaries and accountability. Some useful questions may include:

*'Tell us about why you want to work with children?'*

*'Describe a time when you had to manage a child whose behaviour you found challenging?'*

*'Tell us about a time when you had to comfort a distressed child?'*

Staff are encouraged to take notice of their own thoughts and feelings when interacting with the applicant. Ask for more information if the applicant does not provide sufficient information in his or her responses.

Did you notice any warning signs such as:

• 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	

Source: dhs.vic.gov.au

## Employment Contract

Each letter of offer and letter of acceptance contains the statement emphasising zero tolerance (in bold page 1). New staff sign the letter of acceptance to acknowledge their acceptance of the



position and the expectations of the School, in particular, in relation to child safety. This includes a six-month review on all aspects of their role.

### **New Staff Induction**

The New Staff Orientation Co-ordinator introduces new staff to all aspects and expectations of the School. This includes directing them to the Staff Portal as an important source of information about what is required of all staff, particularly a thorough understanding of policies and procedures, including child safe standards. All staff will continue to be educated on their role in ensuring Ballarat Grammar remains committed to zero tolerance for child abuse.

### **Financial Induction**

All new staff are required to undertake a financial induction and medical health check. This induction involves the staff member working through a check list that they sign and submit to the Director of Finance following this induction. The check list includes a list of particular policies that they must be aware of and adhere to, including the Child Protection Policy.

### **Volunteers**

Refer to the Child Protection Policy and Code of Conduct. Proof of current Working With Children certification is required and a check list must be signed and submitted to acknowledge that the Child Protection Policy has been read and understood.