



STAFF SELECTION, SUPERVISION AND MANAGEMENT POLICY FOR A CHILD SAFE ENVIRONMENT

Rationale:

Goornong Primary School has an important responsibility to ensure that effective recruitment and screening practices are in place to reduce the risk of child abuse.

Implementation:

- All applicants for jobs that involve child-related work at Goornong PS will be informed of the schools commitment to a child-safe environment and *Child Safety Code of Conduct*.
- All position descriptions for employment vacancies at Goornong Primary School include a statement about the school's commitment to a child-safe environment.

Eg: Victorian government schools are child safe environments. Goornong Primary School actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. Goornong Primary School has a Child Safety Code of Conduct.

- As per the DET *Recruitment in School Guidelines*, the following screening processes are followed to determine an individual's suitability for child-connected work.

By applying for a position that involves child-connected work, the applicant has been made aware that information may be collected in order to establish their suitability for child-connected work.

Prior to a person commencing employment, the principal must be satisfied that the person is suitable for child-connected work as defined in Ministerial Order 870. This includes where a person is being employed for a subsequent period of employment where this check was performed more than 12 months previously.

The person's current or immediate past employer is to be contacted and asked the following questions:

- 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 [applicant's name] 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?

Where the responses to these questions raise any concerns with the principal in relation to the person's suitability for undertaking child-connected work, before taking any further action in relation to that person's employment, the principal must seek advice from the Employee Conduct Branch.

- The school will make all reasonable efforts to gather, record and verify the following information about any individual prior to them engaging in child-related work at the school:
 - 1) That the person has a valid Working With Children Check. Once employed a photocopy will be taken and a record added to the Working With Children Check Register.
 - 2) Proof of identity and the validity of any professional or other qualifications.
 - 3) The person's history of child-related work.
 - 4) That the person's references (see above) address their suitability for child-related work.

- The school will promote the *Child Safety Code of Conduct* to all new and existing staff to support the embedding of a child-safe environment.
- As part of the school's induction process, all new staff will be provided with a copy of the school's *Child Safety Code of Conduct*.
- Breaches of the *Code of Conduct* should be reported to the school Principal who will then take appropriate action based on DET guidelines.

Related Policies

- Victorian Institute of Teaching [Victorian Teaching Profession Codes of Conduct and Ethics](#)

Evaluation:

Date Reviewed	24.10.2016
Approved By	School Council
Approval Authority (Signature & Date)	
Communication Procedures	<ul style="list-style-type: none"> ▪ Parents –Via school office. ▪ Staff – Via Induction pack.
Next Review Date	October 2019, or as necessary.