



Edinburgh College

Child Safe

Recruitment

Policy

Seventh-day Adventist Schools (VIC) Ltd; (ASV)

Document History

This policy is to be ratified by the School Council on Feb 2017

The life cycle of this policy is three years. It will be reviewed in 2020

Rationale

Registered schools, including ASV schools have an important responsibility to keep students safe.

All registered schools are required to meet child safety requirements for staff selection, supervision and management (clause 10 of Ministerial Order No. 870).

Policy

Child safety Standard Four has the following specific requirements to provide safe recruitment practices. These are:

1. the job's requirements, duties and responsibilities regarding child safety; and the job occupant's essential or relevant qualifications, experience and attributes in relation to child safety
2. In accordance with any applicable legal requirement or school policy, ASV must 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.
3. The school need not comply with the requirements in step (3) above if it has already made reasonable efforts to gather, verify and record the information set out in steps (3)(a) to (3)(d), above about a particular individual within the previous 12 months
4. The school must ensure that 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.
5. The school must implement practices that enable the school governing authority to be satisfied that people engaged in child-connected work perform appropriately in relation to child safety.

Recruitment checklist for child safe organisations

Robust recruitment processes help ensure the best applicants are employed for ASV from advertising through to conducting interviews and checking the background of applicants. It is important that ASV conduct each step consistently and thoroughly. This includes:

- selection criteria in job descriptions
- advertising
- face-to-face interviews including behavioural-based questions and questions about motives for wanting to work with children
- [Working with Children Checks](http://www.workingwithchildren.vic.gov.au) <www.workingwithchildren.vic.gov.au>
- [police record checks and identity checks](http://www.police.vic.gov.au) <www.police.vic.gov.au> (including international police record checks where necessary)
- reference checks over the telephone with at least two recent line managers
- probation periods.

Further Information

Victorian Registration and Qualifications Authority

Child Safe Standards website (all schools): www.vrqa.vic.gov.au/childsafestandards

Government Schools

Website: www.education.vic.gov.au/childhood/providers/regulation/Pages/childsafestandards

Email: child.safe.schools@edumail.vic.gov.au

Seventh-day Adventist Schools

Adventist Schools Victoria Office (03) 9264 7730

Website: www.asv.adventist.edu.au

Independent Schools who are members of *Independent Schools Victoria*

Telephone: (03) 9825 7200

Email: enquiries@is.vic.edu.au

Website: www.is.vic.edu.au

The Victorian Institute of Teaching

For *Victorian Teaching Profession Codes of Conduct and Ethics* and information about employer responsibilities to report action taken against registered teachers in response to allegations and concerns about registered teachers.

Website: www.vit.edu.au