



## HIRE OF STAFF POLICY

<b>Version</b>	5.0
<b>Short description</b>	Hire of Staff Policy
<b>Relevant to</b>	School Leadership Group and Human Resources
<b>Authority</b>	School Leadership Group
<b>Approval Date:</b>	October 2021
<b>Responsible staff member</b>	Business Manager
<b>Date introduced</b>	2011
<b>Date(s) modified</b>	2015, 2016, 2020 and 2021
<b>Next scheduled review date</b>	2025
<b>Related documents</b>	VRQA Child Safe Standards
<b>Related legislation</b>	None

### **Purpose**

- 1.1 This policy sets out the school's approach to the hiring and appointment of staff.
- 1.2 This includes advertising, internal appointments and the appointment of positions of responsibility.

### **Child Safe Recruitment Practices and Other Legislation**

Our recruitment practices are subject to state and federal anti-discrimination legislation (refer to our Equal Employment Opportunity and Anti-Discrimination policy) and the requirements of the Privacy Act when obtaining, using, disclosing, and storing information from applicants and referees (refer to our Privacy Program).

At Goulburn Valley Grammar School we are committed to ensuring that our recruitment practices create a safe environment for our students. To this end, we have established policies and procedures for recruiting employees, Board directors and Direct Contact Volunteers and for assessing their suitability to work with children.

Our recruitment processes are designed to select appropriate staff, Board directors and Direct Contact Volunteers and discourage inappropriate people from working within the School.

### **Identifying Positions**

- 2.1 The need for new staff will generally be identified by a combination of the Principal, Deputy Principal (teaching positions) and Business Manager (non-teaching positions).
- 2.2 Such needs may be linked to terminations, staff taking leave or the emergence of new positions.
- 2.3 A profile of the person required will be established, including the time factor and permanency of the position.
- 2.4 The Human Resources Manager will be briefed on the position and the recruitment strategy.

### **Position Descriptions**

Each job description for staff involved in child-connected work (being those persons with direct contact with children that is regular and not incidental to the work) has a clear statement that sets out the requirements, duties and responsibilities regarding child protection for those in that role and the occupant's essential qualifications, experience and attributes in relation to child protection.

All applicants for child-connected work at the School are informed about these requirements and the School's child protection practices prior to commencing work at the School. Applicants are advised that before completing an application it is essential that they have read carefully the child safety policies and procedures on the website.

### **Advertising**

- 3.1 An advertising strategy will be developed for the position. This may include a combination of national, metropolitan and local media, on-line recruitment sites and internal advertising.
- 3.2 External advertisements will be professionally presented and include a detailed position description and deadline for applications.
- 3.3 Should the quality or quantity of applicants at the deadline be considered unsatisfactory, a review of the advertising strategy will be conducted. This may include extending the deadline and expanding the media utilised.

### **Interviews**

- 4.1 Interviews will be arranged by the Human Resources Manager and be conducted by the appointment panel. This will generally be a combination of the Principal, Deputy Principal (teaching positions), Business Manager (non-teaching positions) and at least one other person determined by the Principal.
- 4.2 The shortlist of candidates to be interviewed will be determined by the interview panel based on the applications.
- 4.3 Interview times will be coordinated by the Human Resources Manager.
- 4.4 During the interview, the candidate will be specifically asked about child safety and the candidate's history of working with children.
- 4.5 Following interview, the referees of the preferred candidate(s) will be contacted by the head of the interview panel, generally the Principal.
- 4.6 Referees will be specifically asked about the candidate's history in working with children and if there are any concerns in this regard.
- 4.7 Depending on the outcome of the interviews and referee discussions, the panel may agree on a preferred candidate, conduct second round interviews or seek further applicants (clause 3.3).

### **Screening and Suitability Assessments**

It is our policy that all new staff undergo screening including:

- verification of their WWC clearance or registration as a teacher
- personal identity verification and background checking
- verification of professional or other qualifications relevant to the job
- an examination of their history of child-connected work
- reference checking that addresses the person's suitability for the job and working with children.

### **Essential Child Safety Requirements**

Any offer of employment will be subject to providing the school with satisfactory evidence of;

- Teaching staff:
  - Current VIT Registration,
  - original academic transcripts or qualifications confirming claimed qualifications and or registrations,
  - at least two forms of personal identification e.g. driver's license, passport
  - evidence of current COVID-19 vaccination

- Non-teaching staff:
  - Current Working with Children Check,
  - original academic transcripts or qualifications confirming qualifications and or registrations
  - at least two forms of personal identification e.g. driver's license, passport,
  - evidence of current COVID-19 vaccination
- satisfactory completion of all modules of the school's child safety child protection training programme and at least annually thereafter.

### **Communications**

- 5.1 Throughout the appointment process, the Human Resources Manager will be responsible for communications with the candidates.
- 5.2 The head of the interview panel will contact the successful candidate to advise of the appointment.
- 5.3 The Human Resources Manager will contact all unsuccessful candidates in writing and advise them accordingly.

### **Appointments**

- 6.1 Following the verbal appointment of the successful candidate, the Human Resources Manager will send a formal letter of offer, including an acceptance section for signature and return. Copies of letters sent will be provided to the Business Manager.
- 6.2 The Business Manager will be responsible for ensuring template letters of offer are up to date and comply with legislative obligations.
- 6.3 The Human Resources Manager will follow up the return of acceptance of offers and confirm acceptances to the interview panel, Business Manager and payroll office.

### **Commencement**

- 7.1 Upon commencement, the Human Resources Manager will ensure the appointment checklist has been completed, including the appointment of a mentor, an orientation package distributed and appropriate data entered in the Human Resources Module of *Synergetic*.
- 7.2 The Human Resources Manager will ensure the appointee's identity is confirmed, together with the currency of Victorian Institute of Teaching (VIT) registration or Working With Children (WWC) card.

### **Application to Direct Contact Volunteers**

All Direct Contact Volunteers must have a valid WWC clearance, unless they are exempt. For more information, refer to Working with Children Checks.

With the exception of parents/carers volunteering in an activity that their child is participating in, Direct Contact Volunteers may undergo the following additional screening (or modified versions of it, depending on their role) prior to their engagement by the School:

- personal identity verification and background checking
- verification of professional and other qualifications if relevant to their role
- an examination of their history of child-connected work
- reference checking that addresses the person's suitability for the job and working with children.

In line with GVGS's risk-based approach to child safety and protection, where parent volunteers are volunteering at large off-site activities, such as overnight excursions or camps, GVGS requires that these parent volunteers have a WWC clearance as a matter of best practice.

All Board Directors, staff and Direct Contact Volunteers are also subject to rigorous interview procedures.

### **Supervision and Performance Monitoring**

All new staff members and Direct Contact Volunteers are regularly supervised to ensure their behaviour towards children is appropriate and to monitor their compliance with the School's Child Protection Program.

Performance and development reviews are regularly undertaken for all staff and include consideration of performance against the School's Child Safe Code of Conduct and the requirements of the Child Protection Program. For example, ensuring that a staff member has not breached any of the School's reporting procedures or the Child Safe Code of Conduct.

### **Table of amendments**

<b>Version number</b>	<b>Date</b>	<b>Short description of amendment</b>
1.0	November 2011	Introduction of new policy
2.0	September 2015	Review and minor amendments
3.0	October 2016	Review to incorporate Child Safe Standards
4.0	September 2020	Review and minor amendments
5.0	October 2021	Review and greater detail of child safety matters included.