

RECRUITMENT AND SELECTION POLICY

1. STATEMENT OF CONTEXT AND PURPOSE

The School is committed to continuous improvement in the quality of the organisation through the recruitment of high calibre employees at all levels, maintaining a consistent recruitment and selection process that applies the principle of merit based selection. This consists of an assessment of overall level of skill, knowledge, experience and relevant qualifications, in accordance with the position description requirements. The methods used to assess the most suitable candidates may include, but not be limited to, interviews, reference checks, classroom observation lessons and capability-based assessments including psychometric testing.

The School is committed to recruitment practices that do not discriminate and are in compliance with all relevant legislation, in particular, anti-discrimination laws. All persons undertaking a recruitment process must have sufficient understanding of these laws and must seek appropriate assistance from the School to ensure these obligations are met.

The School will recruit new employees fairly and on the basis of merit – that is, the person who is the best person for the job.

The purpose of this policy is to establish a recruitment framework that gives effect to these objectives.

2. APPLICATION

This policy applies to all employees entrusted with recruitment for and on behalf of the School, as well as those in the process of application.

3. DEFINITIONS

Recruitment and selection is the process of defining the School's job needs (whether employed or contracted or on a volunteer basis), appropriate candidates and determining the best candidate for the job.

Child-connected work means work authorised by the School and performed by an adult in a school environment while children are present or reasonably expected to be present.

4. OVERARCHING RECRUITMENT PRINCIPLES

The School is committed to applying the following overarching principles throughout the recruitment process:

4.1 STRATEGIC ALIGNMENT

The School's recruitment, selection and appointment practices will support the achievement of the School's strategic and operational objectives. Decisions to recruit should be made with regard to workforce planning and the goal of improving the performance and standing of the School.

4.2 MERIT BASED

The School's merit based selection methods are to ensure recruitment processes deliver high quality staff and selection decisions that are fair, equitable, transparent and consistent. In this context, merit is defined as the skills, knowledge, qualifications, previous experience and personal attributes that relate to the requirements of the position.

The merit based selection methods will include ensuring the process and documentation are non-discriminatory, gender neutral and only contain requirements relevant to the position.

4.3 FAIRNESS

All those involved in the recruitment process should carry out their duties without bias or favouritism. Any potential or perceived conflict of interest between parties in the recruitment process should be declared to Human Resources and panel members and is to be avoided, where practicable.

4.4 COMPLIANCE

The School will comply with all relevant federal and state legislation in the recruitment and appointment of employees.

4.5 EQUAL OPPORTUNITY

The School values equity and diversity, and seeks to embody these values in its staff. The School welcomes applications from Aboriginal and Torres Strait Islander peoples, people from culturally, linguistically and/or gender diverse backgrounds and people with a disability.

4.6 EFFICIENCY AND CANDOUR

The School recognises that timely decision-making can be critical in securing the best possible candidate, and all processes should be conducted without undue delay. All applicants should be treated with respect and communicated with in a timely manner throughout the recruitment process.

4.7 CHILD SAFETY

All applicants for positions that involve child-connected work for the School will be informed about the School's child safety practices (including the Code of Conduct, the Child Safety Policy and Procedure and the Mandatory Reporting Policy).

5. ADVERTISING THE POSITION

5.1 POSITION DESCRIPTION

A position description is to be prepared for vacant positions. The position description will describe:

- the nature of the position;
- key responsibilities;
- the School's ethos;
- a clear statement that sets out the position's requirements, duties and responsibilities regarding child safety; and
- the essential or relevant qualifications, experience and attributes required to fulfil the position, and in relation to child safety.

5.2 SELECTION CRITERIA

Selection criteria will be made available to applicants through the position description and the recruitment process. This includes:

- knowledge and skills;
- qualifications, certificates and background checks; and
- personal qualities and characteristics.

5.3 INTERVIEW PANEL

A member of the Leadership Team must be on each interview panel.

6. BACKGROUND CHECKS AND REQUIRED CERTIFICATION

All appointments (including those involving child-connected work) will be conditional on the presentation of:

- evidence of current registration with the Victorian Teaching Institute (where applicable);
- a current Working with Children Check – for employees (if not registered with the Victorian Institute of Teaching);
- a satisfactory Police Check* (if not registered with the Victorian Institute of Teaching);
- confirmation of the right to work in Australia;
- statutory declaration – good character;
- WorkCover employee declaration;
- proof of any professional or other qualifications;
- evidence of the person's history of work involving children;
- signed Child Safe Code of Conduct;
- completed essential training (for example, Mandatory Reporting Module, COVID Infection Training, Anaphylaxis training, disability standards training);
- evidence of required vaccination (for example, fully vaccinated status for COVID-19); and
- completion of psychometric or other testing, which the School may require candidates to undertake from time to time.

The School will, where possible, verify and keep appropriate records regarding the above information.

*casual staff employed may not be required to obtain a Police Check, as dependent on the role.

7. REFERENCE CHECKING

The School will require at least two (2) references from former employers or other suitable referees of the applicant. Permission from the candidate to contact any nominated referees and to perform a full employment background check must be obtained during the interview. These references must address the person's suitability for the job and working with children.

8. ENTITLEMENT TO WORK IN AUSTRALIA

All successful candidates must provide valid documentation of their right to work in Australia. It is the candidate's responsibility to advise the School of visa expiry dates.

An applicant's citizenship or other immigration/visa status will be considered only as required by applicable laws and regulations for employment.

9. PRE-EMPLOYMENT MEDICAL REQUIREMENTS

9.1 PRE-EMPLOYMENT HEALTH DECLARATIONS

Legislation requires that the School must:

- ask the applicant, in writing, to disclose any pre existing injury or illness that could be affected by the nature of the proposed duties; and
- explain, in writing, to the applicant that a failure to disclose, or a misleading disclosure concerning pre existing injuries or illnesses, may result in a loss of entitlement to workers compensation, should the injury recur.

To meet this requirement, new employees (which include ex-employees returning to the School) are required to complete a pre-employment health declaration prior to commencing employment.

9.2 PRE-EMPLOYMENT MEDICAL ASSESSMENTS

The School may require a candidate to undergo a pre employment medical assessment.

This will occur if the School forms the view that it is prudent to independently confirm a prospective recruit's medical fitness to perform the duties that relate to the role that the prospective employee is applying for. Such an assessment will be conducted by a registered medical practitioner of the School's choice.

If the registered medical practitioner is unable to recommend employment of the candidate, the School may withdraw the offer of employment (if the offer has already been made).

10. PRIVACY AND CONFIDENTIALITY

Privacy legislation impacts the entire recruitment process, as applicants may seek to access any information relating to their application. This may include any notes made on their resume, any notes made during their interview and any information recorded after speaking with their referees. All information obtained about an applicant as part of the recruitment process is confidential, and must not be distributed without the authority of the School. Consent to a full employment background check should be obtained from a prospective employee during the interview (if required).

11. COMMUNICATION OF POLICY INCLUDING KEY RESPONSIBILITIES

The School will ensure that people engaged (including in child-connected work) perform appropriately (including in relation to child safety) by ensuring that:

- staff who undertake recruitment activities are reminded of the requirements and protocols of this policy on an annual basis;
- details of the requirements and protocol are part of orientation procedures for new staff, who may undertake recruitment activities;
- staff who undertake recruitment activities (particularly in relation to positions involving child connected work) provide appropriate supervision and support, as appropriate to their role, in relation to:
 - the induction of new staff, employees into the School's policies, codes of practices and procedures governing child safety and child-connected work (including, but not limited to the Child Safety Policy and Procedure, the Code of Conduct and the Mandatory Reporting Policy); and

- monitoring and assessing a successful applicant's ongoing suitability for child-connected work (including by assessing child safety training needs through, for example, performance reviews);
- ensuring that all staff, employees understand the importance of cultural safety for First Nations people and those categorised as vulnerable in our community;
- providing information, training and education for employees regarding child safety on an as needs basis (including training regarding the Child Safety Policy and Procedure, the Code of Conduct and the Mandatory Reporting Policy);
- providing ongoing training, support, supervision and performance management for all personnel regarding child safety.
- understanding and respecting First Nations cultures;
- understanding and respecting cultural and/or linguistic diversity; and
- understanding and respecting the needs of children with disabilities.

12. CONSEQUENCES FOR A BREACH OF THIS POLICY

The School emphasises the need to comply with the requirements of this policy. Any employee found to be in breach of the requirements of this policy may be subject to disciplinary action, up to and including termination of employment. Employees should refer to the Performance Management, Misconduct and Disciplinary Action Policy.

13. IMPLICATIONS FOR PRACTICE

13.1 AT BOARD / PRINCIPAL LEVEL

To properly implement this policy, the School, the Board and/or the Principal must ensure:

- that this policy is endorsed on an annual basis;
- that copies of this policy are made available to prospective parents, prospective students, and prospective employees for example on the School website; and
- that this policy is incorporated into the Board's / Principal's record of current policies.

13.2 AT OTHER LEVELS

To properly implement this policy, all the School's employees must ensure that they will abide by this policy and assist the School in the implementation of this policy.

14. LEGISLATION

- *Accident Compensation Act 1985 (Vic)*;
- *Age Discrimination Act 2004 (Cth)*;
- *Australian Human Rights Commission Act 1986 (Cth)*;
- *Child Wellbeing and Safety Act 2005 (Vic)*;
- *Disability Discrimination Act 1992 (Cth)*;
- *Education and Training Reform Act 2006 (Vic)*;
- *Equal Opportunity Act 2010 (Vic)*;
- *Fair Work Act 2009 (Cth)*;
- *Privacy Act 1988 (Cth)*;
- *Racial Discrimination Act 1975 (Cth)*;
- *Sex Discrimination Act 1984 (Cth)*;
- *Worker Screening Act 2020 (Vic)*;
- *Workplace Injury Rehabilitation and Compensation Act 2013 (Vic)*;
- Ministerial Order 870;

- Child Safe Standards 1-11.

15. OTHER DOCUMENTS

- SW04.00 Child Safety Policy and Procedure;
- SE03.00 Code of Conduct - Staff;
- SG05.00 Conflict of Interest Policy;
- SE04.00 Equal Opportunity, Discrimination and Harassment Policy;
- SE07.00 Performance Management, Misconduct and Disciplinary Action Policy;
- SW03.00 Mandatory Reporting Policy;
- SE02.02 Referee Check Form (Teachers);
- SE02.01 Referee Check Form (General Staff);
- SE27.00 On-boarding Procedure.