

Selection of Staff Processes

The position description will reflect the child safe standards.

The applicant will be provided with a statement that sets out the job's requirements, duties and responsibilities regarding:

- child safety, and
- essential or relevant qualifications, experience and attributes in relation to child safety.

The applicant will be informed about the school's child safety practices including the school's child safety code of conduct.

The applicant been informed of their role in ensuring a child safe environment.

The applicant will be advised that the selection process will involve a rigorous background check including a current Working with Children Check (WWCC)¹.

At least two forms of personal identification eg driver's licence, passport have been checked. Is the name and address the same as those provided by the applicant?

The applicant will provide an original academic transcript or qualification/s that confirms their claims about their qualifications or registrations.

The applicant is registered by the Victorian Institute of Teaching (VIT) . This will be verified the registration and ensured that it is current. (noting that a teacher registered with VIT does not need a Working with Children Check)

A copy of the applicant's current Working with Children Check will be retained.

Any unexplained gaps in the applicant's employment history will be investigated

The applicant will nominate at least two referees including:

- the current or most recent employer, and
- direct supervisor/line manager.

Is there any personal relationship between the applicant and his or her previous supervisor/manager (this may affect the objectivity of the reference)

Referee checks will include that the work history and previous employment details the applicant has provided are accurate and that the referee has directly supervised the applicant and observed their work with children.

Referee(s) will be asked if they have any concerns about the applicant working directly with children and whether they have any concerns about the applicant's adherence to the organisation's code of conduct.

The referee(s) will be asked about a time when they observed the applicant managing the behaviour of a child.