

# TERANG COLLEGE

# STAFF SELECTION

## POLICY (Staff)

### 1. RATIONALE

- 1.1 This policy outlines the important aspects we must consider when recruiting and selecting new staff or volunteers. It provides a checklist for ensuring the selection process has regard to the applicant's suitability to undertake child-connected work and a checklist to ensure natural justice for applicants in the staff selection process.

### 2. AIM

- 2.1 To develop a workforce to drive improvement in the College and support a culture of leadership, learning and opportunities for career development and advancement.
- 2.2 To build progressively, or maintain, a staff team that can provide the best possible teaching and learning in the College and to select the best available employees to meet the educational needs of students and to maximise ongoing employment opportunities.
- 2.3 Have the responsibility to protect and provide for the welfare and safety of students and staff and to maintain the security of resources and assets by requiring and maintaining high standards of professional behaviour and conduct from employees.
- 2.4 The College to be satisfied the prospective employee is suitable for child-connected work.
- 2.5 To exercise a significant degree of discretion in implementing employment and follow mandatory requirements.
- 2.6 To ensure appointed staff have a clear statement that sets out the job's requirements, duties, responsibilities and child safety matter.

### 3. IMPLEMENTATION

- 3.1. Issues, actions and decisions relating to this policy will take into account Department of Education and Training policies, memos, guidelines and circulars Government Ministerial Orders and Acts.
- 3.2. When planning for recruiting and selecting staff, the College will ensure:
  - 3.2.1. each job or category of jobs for College staff that involves child connected work has a clear statement that sets out the job's requirements, duties, responsibilities and child safety matters.
  - 3.2.2. All applicants for jobs that involve child connected work for the College are informed about the College's child safety practices.
  - 3.2.3. In accordance with any applicable legal requirement or College policy, reasonable efforts are made to gather, verify and record the following information about a person whom it proposes to engage to perform child connected work:
    - 3.2.3.1. motivation to work with children (personal or professional)
    - 3.2.3.2. relevant and verifiable child-related work experience
    - 3.2.3.3. understanding of professional boundaries
    - 3.2.3.4. communication skills
    - 3.2.3.5. relevant current Working with Children Check, Criminal Record Check and/or VIT status
    - 3.2.3.6. proof of personal identity and any professional or other qualifications
    - 3.2.3.7. the person's history of work involving children
    - 3.2.3.8. references that address the person's suitability for the job and working with children.
  - 3.2.4. Staff selection will ensure transparency and natural justice in the selection process by strengthening the College's focus on child safety in the staff recruitment and employment process and minimise the risk of appointing a person who poses a child safety risk.
  - 3.2.5. The College will take into account the diversity of all children irrespective of personal background.
  - 3.2.6. Support arrangements are in place in relation to:
    - 3.2.6.1. the induction of new College staff

- 3.2.6.2. awareness of the College's policies, codes, practices, and procedures governing child safety and child connected work,
- 3.2.6.3. monitoring and assessing an employees continuing suitability for child connected work.
- 3.2.7. It will implement practices that enable the College Council to be satisfied people engaged in child-connected work perform appropriately in relation to child safety.

#### **4. EVALUATION**

- 4.1. This policy will be reviewed as part of the college's three-year review cycle, or as necessary to maintain its effectiveness.

***Approved by College Council on 20/08/2018***