

## CHILD SAFE STAFF SELECTION CHECKLIST

*The Currajong School takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures and practices meet all **Child Safe Standards as specified in Ministerial Order No. 870 (2015)***

**The Currajong School is committed to screening, selection, recruitment, supervision, training and human resource practices that reduce the risk of child abuse.**

### Pre-selection – ensuring transparency and natural justice in the selection process

- i. Has The Currajong School reviewed its position description to reflect Child Safe Standards?
- ii. Has the applicant been 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?
- iii. Has the applicant been informed about the school's child safety practices including the school's child safety code of conduct?
- iv. Has the applicant been informed of his/her role in ensuring a child safe environment?
- v. Has the applicant been advised that the selection process will involve a rigorous background check including a current Working with Children Check (WWCC)?

### Screening/Background Check – verifying the applicant's identity, suitability and qualifications

- i. Has The Currajong School checked at least two forms of personal identification e.g. driver's licence, passport? Is the name and address the same as those provided by the applicant?
- ii. Does the applicant have an original academic transcript or qualification/s that confirms his/her claims about his/her qualifications or registrations?
- iii. If the applicant is registered by the Victorian Institute of Teaching (VIT) have you verified the registration and ensured that it is current?
- iv. Have you sighted and retained a copy of the applicant's current Working with Children Check? (Not required by teachers registered with VIT)
- v. Are there any unexplained gaps in the applicant's employment history? If so, are there satisfactory explanations such as travel, study leave, family leave?

- vi. Has The Currajong School, conducted any other background searches e.g. Google, Facebook, LinkedIn?
- vii. Has the applicant nominated at least two referees including the current or most recent employer, and direct supervisor/line manager?
- viii. Is there any personal relationship between the applicant and his or her previous supervisor/manager which may affect the objectivity of the reference?
- ix. Has The Currajong School, checked with the referee that the work history and previous employment details the applicant has provided are accurate?
- x. Have the referees directly supervised the applicant and observed his/her work with children?
- xi. Would the referees employ the person again?
- xii. Did the referees have any concerns about the applicant working directly with children
- xiii. Did the referees have any concerns about the applicant's adherence to the organisation's code of conduct?
- xiv. Has The Currajong School asked the referees about a time when they observed the applicant managing the behaviour of a child
- xv. If the reference is in writing, has The Currajong School contacted the referee to confirm authenticity?
- xvi. Does the applicant have experience working with children outside their employment (e.g. volunteering, private tutoring or coaching, non-commercial child-minding etc)?

### **Further information**

#### **Victorian Registration and Qualifications Authority**

Child safe standards website (all schools): [www.vrqa.vic.gov.au/childsafestandards](http://www.vrqa.vic.gov.au/childsafestandards)

**Independent Schools** who are members of Independent Schools Victoria

Telephone: (03) 9825 7200

Email: [enquiries@is.vic.edu.au](mailto:enquiries@is.vic.edu.au) Website: [www.is.vic.edu.au](http://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](http://www.vit.edu.au)

## EVALUATION

This policy will be reviewed as per our three-year review cycle or more often if necessary due to changes in regulations or circumstances.

Approval date:	Approved by:	Next review:
October 2021	School Board	October 2024



The Currajong School acknowledges the traditional owners of this country throughout Australia and their continuing connection to land and community. We pay our respects to them and their cultures and to the Elders past, present and emerging.