

## 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. 1359 (2022)***

### **RATIONALE**

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

### **PURPOSE**

The purpose of this policy is to detail the process of recruitment practices at The Currajong School.

### **SCOPE**

The policy applies to the School Board, Principal, staff, volunteers, and contractors at The Currajong School.

### **IMPLEMENTATION**

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

- i. The Currajong School will review the position description to reflect Child Safe Standards and the role's requirements, duties and responsibilities regarding child safety and wellbeing.
- ii. Employment advertising will include a statement in relation to the School's commitment to child safety and wellbeing.
- iii. 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.
- iv. The applicant will be informed about the School's child safety practices including the School's Child Safety Code of Conduct.
- v. The applicant will be informed of their role in ensuring a child safe environment.
- vi. The applicant will be advised that the selection process will involve a rigorous background check including a current Working With Children Check (WWCC) and Police Check.

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

- i. The Currajong School will check at least two forms of personal identification e.g. driver's licence, passport, to confirm that the name and address are the same as those provided by the applicant.
- ii. The applicant will provide certified copies of their original academic transcript that confirms their claims about their qualifications or registrations and where possible check the relevant awarding academic register to ensure the qualification is bona fide.
- iii. If the applicant is registered by the Victorian Institute of Teaching (VIT), their registration will be verified to confirm that it is current?
- iv. The applicant's current WWCC will be sighted, and a copy retained and its current status verified. (Not required by teachers registered with VIT)
- v. The Currajong School will check for any unexplained gaps in the applicant's employment history. If gaps are identified, the applicant will be requested to provide satisfactory explanations such as travel, study leave or family leave.
- vi. The Currajong School will conduct other background searches e.g. Google, Facebook, LinkedIn, other social media.
- vii. The Currajong School will verify that the applicant nominated and provided contact details for at least two referees including the current or most recent employer, and direct supervisor/line manager.
- viii. The Currajong School will identify and record any personal relationship between the applicant and their previous supervisor/manager which may affect the objectivity of the reference.
- ix. The Currajong School will confirm with the referee that the work history and previous employment details the applicant has provided are accurate.
- x. The Currajong School will confirm that the referees directly supervised the applicant and observed their work with children.
- xi. The Currajong School will confirm if the referees employ the person again.
- xii. The Currajong School will record if the referees have any concerns about the applicant working directly with children.
- xiii. The Currajong School will confirm if the referees have any concerns about the applicant's adherence to the organisation's code of conduct.
- xiv. The Currajong School will ask the referees about a time when they observed the applicant managing the behaviour of a child and take note of the response.
- xv. If the reference is in writing, The Currajong School will contact the referee to confirm its authenticity.
- xvi. The Currajong School will confirm if the applicant has 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/childsafes](http://www.vrqa.vic.gov.au/childsafes)

**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)

### **Services Victoria**

[Working With Children Check status checker](#)

## **EVALUATION & VERSION HISTORY**

This policy will be reviewed every two years or more often if necessary due to changes in regulations or circumstances.

<b>Version</b>	<b>Approval date:</b>	<b>Approved by:</b>	<b>Next review:</b>	<b>Modifications</b>	<b>Owner/Implementor</b>
2	December 2023	School Board	December 2025	Reviewed	Principal
3	December 2025	School Board	December 2027	Edited	Principal



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.