

# Human Resource and Recruitment Practices Child Safe Standard Four



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Reviewed:

## Overview

Clunes Primary School fosters a culture of openness and inclusiveness. Robust human resources practices are in place to include the recruitment, training and supervision of all personnel.

## Implementation

### # Human Resource Practices at Clunes Primary School will include:

- All staff to have clearly stated roles and to be fully informed as to Child Safe Practices.
- The school principal will be an on-going Child Safety Officer.
- A second Child Safety Officer will be appointed each year.
- Induction and ongoing training for all staff. New staff will receive support and information when they begin their new role, and existing staff might need to develop new skills and knowledge to meet the requirements of their positions and expand their career options.

### # Recruitment Guidelines

Clunes Primary School will follow Department of Education and Training guidelines when employing any staff. Merit and equity will be adhered to at all levels of the employment process at all times. These guidelines include specific information on:

- Selection criteria in job descriptions
- Advertising
- Face-to-face interviews including behavioural-based questions and questions about motives for wanting to work with children
- [Working with Children Checks](http://www.workingwithchildren.vic.gov.au) <www.workingwithchildren.vic.gov.au>
- Reference checks over the telephone with recent line managers
- Probation periods.

### # Training and Induction

Employees and volunteers working with children need to receive training in the following areas:

- Identifying, assessing and reducing or removing child abuse risks
- Clunes Primary School's policies and procedures (including the Code of Conduct and Child Safe Policy)

- Legislative requirements, such as obligations to report child abuse, reduce and remove known risks of child abuse, and to hold Working with Children Checks where required
- How to handle a disclosure or suspicion of abuse, including Clunes Primary School reporting guidelines
- Cultural awareness training.
- Internal mentoring and coaching.

## # Supervision

The supervision of all employees and volunteers is to ensure children are protected from abuse and improves accountability and performance. To help ensure correct practice:

- No staff member or volunteer is to be in a room alone with a child
- Two staff members are recommended when assisting a child with a disability
- New employees and volunteers will be supervised regularly to ensure they are implementing their role effectively, are improving skills, as well as to ensure their behaviour towards children is 'Child Safe' appropriate. Any warning signs should be reported through appropriate channels.
- Staff and volunteers will have their performance reviewed against the 'Child Safe Standards' and their professional role
- Staff or volunteers who breach any element of the Child Safe Standards Code of Conduct could face disciplinary procedures.

## Policy Evaluation and Review

This policy will be reviewed every four years and/or following significant incidents if they occur.

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## Further information

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