

# Recruitment Procedure

## Purpose

The Learning Co-operative is committed to providing a safe environment for all children. This procedure supports the school's Child Safety & Wellbeing Policy and ensures that all recruitment and selection processes:

- Prioritise child safety and wellbeing
- Are fair, transparent, and merit-based
- Comply with Victorian Child Safe Standards and relevant legislation
- Support consistent and accountable decision-making

## Scope

This procedure applies to all individuals engaged in child-connected work, including:

- Employees (teaching and non-teaching)
- Contractors
- *See Visitor & Volunteer Process and associated documents for Volunteer recruitment*

## Review

This procedure will be regularly reviewed to ensure alignment with Child Safe Standards, Legislative requirements and best practice in recruitment and child safety.

## Legislative and Regulatory Alignment

This procedure aligns with:

- Victorian Child Safe Standards
- Requirements of the Victorian Registration and Qualifications Authority
- Guidance from the Victorian Commission for Children and Young People and Social Services Regulator
- Equal Opportunity Act 2010 (Vic)
- Privacy and Other Legislation Amendment Act 2024 (Cth)

## Equal Opportunity and Fair Recruitment

The Learning Co-operative is committed to equal employment opportunity and non-discrimination.

- Recruitment decisions are based on merit, role requirements, and child safety considerations
- The school does not discriminate on the basis of protected attributes under the Equal Opportunity Act 2010 (Vic)
- All candidates are treated fairly, respectfully, and consistently throughout the process

## Recruitment Governance

### Roles and Responsibilities

#### Board

- Approves appointment of the Coordinator
- Receives assurance that recruitment processes comply with child safety requirements and is being implemented through reporting mechanisms (e.g. compliance registers, Co-ordinator reporting, HR Committee reporting)

#### HR Committee in consultation with Co-ordinator

- Oversees recruitment processes
- Ensures compliance with this procedure and child safety requirements
- Verifies that all required checks and documentation are completed
- Support and coordinate recruitment processes
- Determines the composition of the recruitment panel
- Participates in shortlisting and selection processes
- Ensures decisions are evidence-based and aligned with selection criteria
- Undertakes shortlisting of candidates for interview
- Ensures decisions are based on documented evidence and selection criteria

#### Recruitment Panel including Coordinator

- Conduct interviews and assessments using consistent processes and selection criteria
- Make a recommendation to the HR Committee

## Conflict of Interest

All individuals involved in recruitment must:

- Declare any actual, perceived, or potential conflicts of interest
- Ensure conflicts are documented and appropriately managed
- Remove themselves from decision-making where required

**Individuals with a significant conflict may be excluded from decision-making processes**

## Recruitment Transparency and Special Circumstances

- All roles will be advertised publicly unless an exception is approved by the HR Committee
- Internal candidates, parent community members, and mentor program participants must:
  - Be assessed against the same selection criteria as all applicants
- Any prior relationship must be declared and managed as a conflict of interest
- Any variation from standard recruitment processes (such as for urgent short term appointments or hard to fill specialist roles) must:
  - Be approved by the Coordinator and HR Committee
  - Be documented with clear rationale
  - Still follow child safety safeguarding processes

## Privacy and Information Handling

- Only information reasonably necessary to assess suitability will be collected
- Sensitive information (e.g. health) will only be requested where required
- Applicants will be informed of background checks
- All personal information will be securely stored and access restricted as per Privacy Policy

## Documentation and Record Keeping

The following must be retained:

- Applications and resumes
- Interview notes
- Reference check records
- Verification documents
- Decision rationale

Records must be securely stored and retained in accordance with legal and regulatory requirements.

## Recruitment Process Overview

### Phase 1: Planning and Advertising

- Position descriptions must include:
  - Child safety responsibilities
  - Required qualifications, experience, and attributes
- All applicants must be informed of:
  - The school's child safety practices
  - The Child Safety Code of Conduct
  - The requirement for background checks
  - The school's philosophy and calendar
- Recruitment processes must:
  - Use clear and consistent selection criteria
  - Promote accessibility and diversity
  - Avoid reliance solely on informal networks

### Phase 2: Application and Pre-Screening

All applicants must complete child safety screening questions during the application process, including:

- History of investigations or findings relating to child safety or professional misconduct
- Agreement to comply with Child Safety policies and Code of Conduct
- Willingness to provide referees
- Confirmation that information provided is accurate
- Confirmation of a valid WWCC or VIT registration

#### Non-negotiable exclusion criteria

Applicants will not progress where they:

- Disclose substantiated inappropriate conduct involving children

- Refuse to comply with Child Safety policies or Code of Conduct
- Provide false or misleading information
- Do not hold (or agree to obtain) a valid WWCC or VIT registration

**All responses must be reviewed and documented prior to shortlisting.**

### **Phase 3: Shortlisting and Interview**

- Shortlisting is conducted by the HR Committee against the selection criteria
- Candidates are assessed using consistent and documented criteria
- A panel of at least two members is required

#### **Panel requirements:**

- Panel members must be familiar with:
  - Child Safe Standards
  - The school's Child Safety policies
  - Appropriate child safety interview and assessment practices

#### **Interviews must include:**

- Child safety questions
- Values-based and scenario-based questions

#### **The following must be documented:**

- Shortlisting rationale
- Interview notes
- Assessment outcomes

### **Phase 4: Background and Reference Checks**

#### **Child Safety Suitability Assessment**

Selection decisions must include a documented assessment of:

- Understanding of child safety and wellbeing
- Professional boundaries

- Ability to identify and respond to risk
- Alignment with the Child Safety Code of Conduct

Before any offer is made the school must:

### **Verify**

- Identity
- WWCC or VIT registration (must be verified directly with the issuing authority and recorded, including expiry dates, in a compliance register)
- Qualifications

### **Conduct Reference checks:**

- At least two reference checks, including a recent direct supervisor wherever possible
- Referees must not be close personal friends or relatives
- Referees must be asked about:
  - Suitability to work with children
  - Behaviour and conduct
  - Adherence to policies

### **Phase 5: Offer and Appointment**

- Offers are conditional on satisfactory checks
- Employment terms must be confirmed in writing
- No person may commence child-connected work until all required checks and verifications are completed in line with Working With Children Policy.

### **Phase 6: Onboarding**

- Complete all employment documentation
- Verification checks must be recorded

### **Phase 7: Induction**

All staff must receive induction as per the schools Induction form and process, which must be retained on their personnel file:

## Ongoing Monitoring

The school implements practices to ensure continued suitability to work with children, including:

- Supervision and oversight
- Performance Reviews
- Compliance monitoring
- Regular verification of WWC and VIT checks
- Clear reporting processes for concerns & complaints, child safety, OHS