

JAMES COOK PRIMARY SCHOOL
RECRUITMENT PRACTICES POLICY

Developed: 3.2.25
Review: February 2028



Help for non-English speakers. If you need help to understand the information in this policy please contact the school office on 9700 2601.

Recruitment Practices

(Based on: Child Safe Standards Toolkit: resource five)

The Child Safe Standards require organisations that provide services for children:

1. to have recruitment and screening practices that reduce the risk of child abuse.
2. James Cook Primary School will implement all aspects of this document during each recruitment phase.

The completed document for each advertised vacancy will be held on file.

Recruitment checklist

Robust recruitment processes help ensure the best applicants are employed. From advertising through to conducting interviews and checking the background of applicants, it is important that each step is done consistently and thoroughly.

This checklist will guide our school through critical steps in the recruitment process. It includes objectives and examples for:

- 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.
- police record checks and identity checks (including international police record checks where necessary).
- Qualifications – LANTITE requirement.
- reference checks over the telephone with recent line managers.
- probation periods.

Selection criteria

Developing appropriate selection criteria for the position is a valuable first step to reducing the risk of appointing someone who poses a child safety risk. It will also ensure that applicants have the specific knowledge and skills required for the position. The selection criteria for child safety will be used in conjunction with the standard KSC provided by the Department of Education.

Depending on the requirements of the advertised position, one or both of the selection criteria below will be used in the advertisement for the vacancy:

- ‘Must have experience working with children.’
- ‘Must be able to demonstrate an understanding of appropriate behaviours when engaging with children.’

Does the selection criteria clearly state the experience, qualifications, qualities and attributes expected from the successful applicant?	
Does the selection criteria outline the supervision and accountability processes in place which support child safety?	



Our selection criteria provides for the safety of all children. Applicants should have the opportunity to indicate their understanding of, or any experience they have in working with children with diverse needs and/or backgrounds.

Does the selection criteria include a demonstration of the needs of children with a disability?	
Does the selection criteria include a demonstration of Aboriginal cultural safety and awareness?	
Does the selection criteria include a demonstration of cultural safety for children from culturally and/or linguistically diverse backgrounds?	

Advertising

Planning your advertisement and its placement provides a good opportunity to demonstrate your commitment to safeguarding children and deter would-be offenders.

Our advertisement includes a message about our organisation's commitment to child safety.	
Our advertisement includes reference to our Code of Conduct and Child Safe Policy.	
Our advertisement informs applicants that appropriate rigorous reference and background checking will be undertaken.	

James Cook Primary School promotes the safety, participation and empowerment of all children, including those with a disability. The following text will be included in our advertised vacancies:

'This organisation promotes the safety, wellbeing and inclusion of all children, including those with a disability. Applicants are welcome to elaborate on experience they may have working with children with a disability.'

Our job advertisement included a statement about our organisation's commitment to the safety, participation and empowerment of all children, including those with a disability	
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James Cook Primary School is culturally safe for Aboriginal children and encourages their participation and empowerment. The following text will be included in our advertised vacancies:

'This organisation promotes the safety and wellbeing of Aboriginal children and encourages applications from Aboriginal peoples. Applicants are welcome to elaborate on experience they may have working with Aboriginal children and/or communities.'

Our job advertisement included a statement about our commitment to cultural safety, inclusion and empowerment of Aboriginal children, their families and communities.	
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It is important that James Cook Primary School promotes the safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds. The following text will be included in our advertised vacancies:

'Our school promotes the safety and wellbeing of children from culturally and/or linguistically diverse backgrounds, and encourages applications from people from culturally and/or linguistically diverse background. Applicants are welcome to elaborate on experience they may have working with children from a culturally and/or linguistically diverse background.'

Our job advertisement includes a statement about our commitment to the safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds.



Interviews

The interview process is a very important step in selecting the appropriate people to work with or around the children of James Cook Primary School. Panel members will possess a mix of experience and skills to carry out the interview, ensuring the position requirements are addressed. An open-ended style of behavioural-based questioning will give the panel insight into the applicant’s values, attitudes and understanding of professional boundaries and accountability. Useful questions may include:

- ‘Tell us about why you want to work with children?’
- ‘Describe a time when you had to manage a child whose behaviour you found challenging?’
- ‘Tell us about a time when you had to comfort a distressed child?’

We have included questions above to assist us to determine how the interviewee will behave in certain situations.	
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We will ask for more information if the applicant does not provide sufficient information in his or her responses, including:

- ~ Unexplained lengthy gaps in employment history.
- ~The applicant says they do not value or ‘need’ supervision.
- ~ The applicant is evasive or inconsistent in his or her answers.

Screening for Unpaid

Positions Screening applicants for unpaid positions will rely on the provision of appropriate police check documentation and referee checks where possible. Volunteers will be required to be in the immediate supervision of a paid employee.

Police checks

During the interview process we will ask the applicant the following child safety specific questions:

- ~ If they have any criminal convictions, formal disciplinary action taken against them, or any finding of improper or unprofessional conduct.
- ~ The applicant’s response should demonstrate a sufficient level of professionalism as well as an understanding of your obligations.

There is a question about whether the applicant has any criminal convictions, cautions, other legal or pending cases, including formal disciplinary action, which may affect suitability to work with children.	
During a face-to-face interview, we will take notice of how the applicant responds to questions with regard to his or her words and body language.	
We have ensured the applicant has undertaken a police record check (which includes identity check).	

Working with Children Check/Referee Checks/Additional Checks

Screening applicants for Working with Children Checks will occur as per Frankston Primary School Working with Children Check Policy. Screening applicants for Referee Checks will be conducted for every shortlisted applicant. Any additional checks will occur as deemed required.

Further information on child safe standards can be found on the Department of Health and Human Services’ website

Additional resources for organisations in the child safe standards toolkit can be found on the Department of Health and Human Services website:

In particular, An Overview to the Victorian Child Safe Standards, has information to help organisations understand the requirements of each of the child safe standards, including examples of measures organisations can put in place, a self-audit tool and a glossary of key terms:



Note for registered schools: A forthcoming Ministerial Order under the Education and Training Reform Act 2006 will contain the minimum actions that schools must take to meet each of the child safe standards. There will be a lead in time before regulation will commence to allow schools time to prepare. The Department of Education and Training and the Victorian Registration and Qualifications Authority will provide information and materials specifically for schools to assist with capacity building and compliance. Registered schools can contact the Department of Education and Training: child.safe.schools@edumail.vic.gov.au

Qualifications

To be eligible for employment, transfer or promotion in the principal or teacher class a person must have provisional or full registration from the Victorian Institute of Teaching (VIT). In addition, a person must demonstrate that they have passed the literacy and numeracy test for initial teacher education (LANTITE) requirements.

All persons applying for a position who graduated from a VIT program after 1 July 2016 must show evidence of the LANTITE – this condition is satisfied where the LANTITE requirements is part of the VIT Education program completed by the person.

To be eligible for employment, transfer or promotion in the principal class a person must also be four-year trained. Principal Hotline for VIT – 1300 650 375 for registration issues.

Evaluation

This policy will be reviewed as part of the school's three year review cycle, or as required due to changes in relevant Acts, Laws, DET mandates, or should situations arise that require earlier consideration.



Appendix A: James Cook Primary School Recruitment Reference Check

Name of Candidate:

Date:

Name of Referee:	Title/Position:	
Referee Workplace:	Referee contact number:	
Introduction		
_____ has you listed as a referee. Is this a convenient time for you to speak with me?		
Job Confirmation		
What is your current relationship to _____?		
What position do they hold at your school?		
What key responsibilities do they hold?		
How would you describe their ability to work collaboratively in a team?		
How would you categorise their classroom management?		
What do you believe are their strengths?		
Are there any areas for improvement or further development?		
Personal Attributes		
Can you tell us about their relationships with students, colleagues, parents?		
Do they work well with deadlines?	Y / N	
Final Standard Questions		
Would you recommend them for this role? Why/not?	Y / N	
Would you employ them again?	Y / N	
Child Safe Questions		
Have you directly supervised and observed the candidate's work with children or young people?	Y	N
During the period that [applicant's name] worked in your organisation, did you have any concerns about [applicant's name] behaviour or conduct when working with a child or children? If yes, what steps were taken to deal with these concerns? Were these concerns satisfactorily resolved?	Y	N
Do you have any concerns about [applicant's name] working directly with children?	Y	N
Has any disciplinary action been taken against the applicant in relation to inappropriate or unprofessional conduct towards a child?	Y	N
Have there been any instances where you had concerns that [applicant's name] did not always behave with integrity in their employment, such as not dealing with others in an ethical manner, not declaring or managing a conflict of interest appropriately or not dealing with sensitive or confidential information in an appropriate way? If yes, what steps were taken to deal with these concerns? Were these concerns satisfactorily resolved?	Y	N

Declaration of Prior Knowledge for Shortlisting Process	
Panel Member	Relationship to Candidate