

Aiming High

Showing Respect

Being Safe

Valuing Community

Child Safe Standard 4

Screening, Supervision, Training and other Human Resource Practices that reduce the risk of Child Abuse

Purpose

This policy addresses the best practice standards in the recruitment and screening of employees, contractors and volunteers involved in child-connected work, and will take all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children. We will ensure that staff induction, education and training programs are a vital part of our commitment to safeguarding children and young people from abuse and neglect.

Scope

This policy applies to; students, parents and caregivers, college staff including college employees, volunteers, contractors and college council members and is intended to complement other professional and occupational codes.

Policy and Implementation

When recruiting and selecting employees, contractors and volunteers involved in child-connected work,

we make all reasonable efforts to:

- confirm the applicant's Working with Children Check and National Police Check status and/or professional registration (as relevant)
- obtain proof of personal identity and any professional or other qualifications
- verify the applicant's history of work involving children
- obtain references that address the applicant's suitability for the job and working with children.

We have processes for monitoring and assessing the continuing suitability of college staff to work with children, including regular reviews of the status of Working with Children Checks and staff professional registration requirements such as Victorian Institute of Teaching (VIT) registration.

All contractors are vetted through a rigorous process before work commences. All approved contractors are added to the contractors register and reviewed annually.

Post-Employment Supervision and Ongoing Training

- The school has in place a rigorous professional learning program for all staff.

- New staff are provided with information about matters such as the philosophy, vision, mission and values of the school, curriculum, students with medical conditions, school polices, OH&S and routine matters e.g. yard duty requirements.
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- Graduate teachers are provided with additional induction opportunities generally over several school terms, including strategies to enhance teaching and learning.
- Mentoring, coaching and in-house training strategies are used for all staff.
- All staff must have a Professional Learning Plan based on the school's Professional Learning Plan which is linked to the School Strategic Plan.
- Leadership development opportunities are a key component of the school's professional learning program for senior staff.
- There is a significant budget allocation made for professional learning.
- The school is developing a formal induction program for volunteers, external providers (and contractors) to ensure they have appropriate information about the child safe culture of the school.
- The school regularly will provide information, training and education for School Council, staff and volunteers about child safety on a needs basis, including:
 - what child abuse is
 - how to identify and reduce child abuse risks
 - understanding and appreciating Aboriginal culture and other cultures and languages they may engage with in their role
 - the importance of ensuring culturally safe environments for children from culturally and/or linguistically diverse backgrounds, and how to promote this
 - the importance of ensuring safe environments for children with a disability, and how to promote this
 - what constitutes inappropriate behaviour between children, such as inappropriate sexualised play, bullying and fighting
 - what is inappropriate behaviour between children and adults, with reference to the Child Safe Code of Conduct.
- The school will support staff to build resilience and cope with child abuse incidences
- As part of the process, the school will monitor the currency of all Working with Children Checks and advise staff, volunteers and external providers two months before the expiration date.

Related Policies

Volunteers Policy

Working with children's check policy

Mandatory Reporting policy

Visitors policy

External providers policy

Excursions/Incursions policy

Camps policy

Review

This policy was last updated on 8/2/2019 and is scheduled for review in 3 years.

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