
Standard 4

Appendix 3

Child Safe School Staff Selection, Supervision and Management Practices

School: Benalla P-12 College

Section: VRQA Child Safe

Version: One

Child Safe School Staff Selection, Supervision and Management Practices

Benalla P-12 College ensures robust recruitment processes including screening, supervision, training of leadership and staff that reduce the risk of child abuse by new and existing personnel and ensure the best applicants are employed.

Overview

Benalla P-12 College fosters a culture of openness and inclusiveness, as well as being aware that people who may wish to harm children could target recruiting processes. Human resource practices at Benalla P-12 College include the recruitment, training, mentoring and supervision of all personnel.

To achieve this, Benalla P-12 College provides opportunities for employees and volunteers to develop and maintain skills to ensure child safety. This supports staff and volunteers to understand the importance of child safety and wellbeing, and enable them to consistently follow child safety policies and procedures.

Benalla P-12 College is committed to child safety and recognises the good work and practices of employees and volunteers in keeping children safe and protected.

Recruitment

- From the 1st August 2016 all position descriptions for all new positions advertised for Benalla P-12 College will include the standard 'Child Safe Environments' clause as provided in the 'Recruitment in Schools' Guide.
- From the 1st August 2016 all new staff (and current employees) are provided with the Benalla P-12 College Child Safe Policy and are required to sign the 'Benalla P-12 Child Safe Code of Conduct Commitment' upon commencing employment at our college.
- All new staff require Working with Children Checks and / or police record and identity checks, face-to-face interviews and detailed reference checks from previous employers, including from the applicant's most recent line manager.

Training and induction

Training and education is an important tool to help people understand that child safety is everyone's responsibility. Employees and volunteers (in addition to parents/guardians and children) are supported to discuss child protection issues and to detect signs of potential child abuse.

Benalla P-12 College staff receive induction and ongoing training. New staff are supported with a Mentor and an induction manual when they begin their new role. Existing staff are supported to develop new skills and knowledge that reduces the exposures to risks, which meet the requirements of their positions and expand their career options.

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

- policies and procedures (including the Code of Conduct and Child Safe Policy);
- signing a statement of commitment to promoting the safety and wellbeing of children identifying, assessing and reducing or removing child abuse risks;
- legislative requirements, such as obligations to report child abuse, reduce and remove known risks of child abuse, and are required to hold a Working with Children Check;.
- how to handle a disclosure or suspicion of abuse, including your organisation’s reporting guidelines;
- cultural awareness training.

Supervision

At Benalla P-12 College as a matter of good practice, new employees and volunteers are supervised regularly to ensure they understand their role and learn skills, as well as to check that their behaviour towards children is appropriate. Where practical, two staff members should be present during activities with children. In particular, children with a disability may require additional supervision. Any inappropriate behaviour should be reported to a member of the Leadership Team, Department of Health and Human Services (child protection) or police if a child is believed to be at imminent risk.

Performance and Development Review

An annual performance and development review process is in place to improve employee’s knowledge on child safety. This is also an opportunity to improve knowledge and skills in working with children, as well as recognising and responding to suspected abuse.

Performance is measured against the DET and Benalla P-12 College standards of conduct and care, to ensure that employees and volunteers meet expected outcomes. These standards align with those of the code of conduct and child safe policy.

Code of Conduct and Disciplinary Procedures

Disciplinary procedures follow DET guidelines and are accessible and transparent, and clearly demonstrate the consequences of breaches of the code of conduct. These procedures are used if an allegation of child abuse is made, or a breach of the code of conduct is known or suspected.

Employees and volunteers are made aware of reporting and disciplinary procedures and how to communicate concerns regarding the improper behaviour of any person within the organisation through the schools policy and code of conduct. Staff members of Benalla P-12 College are made aware of their duty to raise concerns about the behaviour of any person who may present a risk of child abuse, without fear of repercussions. Staff are aware of what they should do if they are concerned that their actions or words have been misunderstood, or they believe their concerns are not investigated in a timely manner.

The Benalla P-12 College code of conduct is available on our college website and Intranet. Children and their families are encouraged to raise any concerns about the behaviour of any person, and can expect to be listened to and supported.

Recruitment:

Selection criteria – does it include and/or clearly state:	Yes	No
‘Must have experience working with children.		
‘Must be able to demonstrate an understanding of appropriate behaviours when engaging with children.’		
Experience, qualifications, qualities and attributes expected from the successful applicant?		
The supervision and accountability processes in place which support child safety?		
Demonstration of the needs of children with a disability		
Safety for children from culturally and/or linguistically diverse backgrounds?		
Advertising – does the advertisement include:		
A message about your Benalla P-12 College’s commitment to child safety?		
Reference our code of conduct and child safe policy?		
That appropriate rigorous reference and background checking will be undertaken, including a Working with Children Check and police record and identity check?		
A statement about your organisation’s commitment to the safety, participation and empowerment of all children, including those with a disability?		
We promote the safety and wellbeing of Aboriginal children, and encourage applications from		

Aboriginal peoples		
Commitment to cultural safety, inclusion and empowerment of Aboriginal children, their families and communities?		
We promote the safety and wellbeing of children from culturally and/or linguistically diverse backgrounds, and encourage applications from people from culturally and/or linguistically diverse background.		

Interview –have you included child safe questions		
'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?'		
Did you notice any warning signs such as: <ul style="list-style-type: none"> • 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 		
Pre-selection — Ensuring transparency and natural justice in the selection process		
Has the applicant been provided with a statement that sets out the job's requirements, duties and responsibilities regarding child safety		
Has the applicant been provided with a statement that sets out the job's requirements, duties and responsibilities regarding essential or relevant qualifications, experience and attributes in relation to child safety?		
Has the applicant been informed about the school's child safety practices including the school's child safety code of conduct?		
Has the applicant been informed of their role in ensuring a child safe environment?		
Has the applicant been advised that the selection process will involve a rigorous background check including a current Working with Children Check (WWCC)		
Phase 2: Screening/Background Check — Verifying the Applicant's Identity, Suitability and Qualifications		
Have you checked at least two forms of personal identification eg driver's licence, passport? Is the name and address the same as those provided by the applicant?		
Does the applicant have an original academic transcript or qualification/s that confirms their claims about their qualifications or registrations?		
If the applicant is registered by the Victorian Institute of Teaching (VIT) have you verified the registration and ensured that it is current? (noting that a teacher registered with VIT does not need a Working with Children Check)		
Have you sighted and retained a copy of the applicant's current Working with Children Check?		
Are there any unexplained gaps in the applicant's employment history? If so, are there satisfactory explanations such as travel, study leave, family leave?		
Have you conducted any other background searches eg by using Google, Facebook or LinkedIn?		
Has the applicant nominated at least two referees including: <ul style="list-style-type: none"> • the current or most recent employer, and • direct supervisor/line manager. 		
Is there any personal relationship between the applicant and his or her previous supervisor/manager (this may affect the objectivity of the reference)?		
Have you checked with the referee that the work history and previous employment details the applicant has provided are accurate?		
Has the referee(s) directly supervised the applicant and observed their work with children?		
Would the referee(s) employ the person again?		
Did a referee(s) have any concerns about the applicant working directly with children?		
Did a referee(s) have any concerns about the applicant's adherence to the organisation's code of conduct?		
Have you asked the referee(s) about a time when they observed the applicant managing the behaviour of a child?		
If the reference is in writing, have you contacted the referee to confirm authenticity?		
Does the applicant have experience working with children outside their employment (eg volunteering, private tutoring or coaching, non-commercial child-minding etc)?		