

Dimboola Memorial Secondary College

Staff Selection Policy



Background

At **Dimboola Memorial Secondary College** we hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our school. Our commitment is drawn from our school Vision statement that: ***all students will reach their academic, social, emotional and physical potential. This will occur in a safe environment where they develop independence, self-discipline, resilience, acceptance of others and a sense of achievement.*** Our school values are: Respect, Excellence, Care, Honesty and Freedom and DMSC has also adopted a Child Safe Statement that articulates our zero tolerance of child abuse.

In order to ensure that all children are safe, the following Staff Selection Policy outlines the processes that will be implemented when recruiting new teaching staff, Education Support staff, Casual Relief Teachers, School Councillors and volunteers to the school.

Purpose

The Staff Selection Policy has a specific focus on safeguarding children and young people at Dimboola Memorial Secondary College against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes and Child Safe policies.

Implementation

- All staff, volunteers, contractors and school council members at Dimboola Memorial Secondary College are expected to actively contribute to a school culture that respects the dignity of its members and follows the school's core values. During the recruitment process, the relevant sections of the DMSC **Staff Selection Checklist** will be completed. (Attached)
- Prior to commencing employment, or taking on a voluntary role at the school, the DMSC Child Safe **Code of Conduct** should be completed. (Attached)

This policy should be implemented in conjunction with the following Dimboola Memorial Secondary College policies:

- Child Safety Code of Conduct
- Child Safe Policy
- Incursions Policy
- Staff Registers Policy (VIT registration)
- Visitors Policy
- Volunteers Policy
- Working With Children Checks Policy

References

Managing the Risk of Child Abuse in Schools: Ministerial Order No. 870

<http://www.vrqa.vic.gov.au/childsafepages/default.html>

www.education.vic.gov.au/childhood/providers/regulation/Pages/childsafestandards

www.vit.edu.au

Dimboola Memorial Secondary College – Staff Selection CHECKLIST



This document should be completed by the Chair of the selection panel, or by the Principal/Assistant Principal if a panel is not convened. The document should be placed in the staff member’s file – or with the volunteer’s WWCC.

Complete ALL relevant sections –and write NA if the question does not apply.

Applicant’s Name _____

Position applied for: **Teacher / Education Support Staff /Volunteer / Contractor**

| QUESTIONS | YES | NO | COMMENT |
|---|-----|----|---------|
| Does the Job Description reflect the child safe standards? | | | |
| Has the applicant been provided with a statement that sets out the job’s requirements, duties and responsibilities regarding: <ul style="list-style-type: none"> • Child safety, and • Essential relevant qualifications, experience, attributes in relation to child safety? | | | |
| Has the applicant been informed about the school’s child safety practices including the Child Safety Code of Conduct and the “Keeping Children Safe – Teacher Resource Kit”? | | | |
| Has the applicant been informed of their role in ensuring a child safe environment? | | | |
| Has the applicant provided a current Working With Children Check? (WWCC) Copy to be taken of WWCC | | | |
| Has a copy of the WWCC been taken and recorded in the WWCC register? | | | |
| Has the applicant provided a current Victorian Institute of Teaching (VIT) registration card? | | | |
| Has the school checked the VIT registration status of the applicant online? | | | |
| Has the applicant provided other forms of identification? (Licence/Passport) | | | |
| Has the applicant provided academic transcripts or certified copies to verify their claims about qualifications/registrations? | | | |
| Are there any unexplained gaps in the applicant’s work history? | | | |
| Has an online search been conducted about the applicant? Eg – Google, Facebook, LinkedIn? | | | |
| Has the applicant nominated at least two professional referees? <ul style="list-style-type: none"> • Current employer • Direct supervisor | | | |
| Is there a personal relationship between the referees and the applicant that may impact on the objectivity? | | | |
| Have the CV details been checked for validity with the | | | |

| | | | |
|--|--|--|--|
| previous employer? • Qualifications accurate? | | | |
| Has the referee(s) directly observed the applicant working with children? | | | |
| Would the referee(s) recommend that the applicant is suitable to work with children? • Any specific concerns? | | | |
| Would the referee(s) employ the person again? | | | |
| Does the referee(s) have any concerns about the applicant being able to adhere to the Code of Conduct? | | | |
| Has the referee(s) observed the applicant managing the behaviour of a child? | | | |
| If the reference is in writing – has the referee been contacted to confirm authenticity? | | | |
| Does the applicant having experience working with children outside of their employment? (Volunteering, private tutoring or coaching, child-minding, etc) | | | |
| | | | |
| Is there any other information related to the suitability of this applicant that has been raised? | | | |
| | | | |

Other Comments

Form completed by:

Name: _____

Position: _____

Date: _____

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Dimboola Memorial Secondary College

Safeguarding Children and Young People Policy



Code of Conduct

At **Dimboola Memorial Secondary College** we hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our school. Our commitment is drawn from our school Vision statement that: ***all students will reach their academic, social, emotional and physical potential. This will occur in a safe environment where they develop independence, self-discipline, resilience, acceptance of others and a sense of achievement.*** Our school values are: Respect, Excellence, Care, Honesty and Freedom and DMSC has also adopted a Child Safe Statement that articulates our zero tolerance of child abuse.

In order to ensure that all children are safe, the following Code of Conduct outlines acceptable and unacceptable behaviours.

Purpose

This Code of Conduct has a specific focus on safeguarding children and young people at Dimboola Memorial Secondary College against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes.

All staff, volunteers, contractors and school council members at Dimboola Memorial Secondary College are expected to actively contribute to a school culture that respects the dignity of its members and follows the school's core values. They are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

Acceptable behaviours

All staff, volunteers, contractors and school council members are responsible for supporting the safety of children by:

- adhering to the school's child safe policy and upholding the school's statement of commitment to child safety at all times
- taking all reasonable steps to protect students from abuse
- treating everyone in the school community with respect
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/or the safety of another child.
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children
- and empowerment of children with culturally and/or linguistically diverse backgrounds (for example by having a zero tolerance of discrimination)
- promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities)
- ensuring as far as practicable that adults are not alone with a child
- reporting any allegations of child abuse and/or child safety concerns to the school's leadership
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958
- if an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) are safe
- reporting to the Victorian Institute of Teaching, any charges, committals for trial or convictions in relation to a sexual offence by a registered teacher, or certain allegations or concerns about a registered teacher.

Unacceptable behaviours

All staff, volunteers, contractors and school council members must not:

- ignore or disregard any suspected or disclosed child abuse
- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment of specific children)
- exhibit or initiate behaviours with children that may be construed as unnecessarily physical contact (for example inappropriate sitting on laps)
- put children at risk of abuse (for example, by locking doors)
- engage in open discussion of a mature or adult nature in the presence of children (for example, personal, social activities)
- use inappropriate language in the presence of children
- express personal views on cultures, race or sexuality in the presence of children
- discriminate against any child, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
- have contact with a child outside or their family outside the school without the school's leadership knowledge or consent of school council (for example, unauthorised after hours tutoring, private instrumental/other lessons or sport coaching) accidental contact, such as seeing people in the street, is appropriate. This clause is not intended to prevent contact at community events or through community organisations.
- have any online contact with the child (including by social media, email, instant messaging etc) or their family (unless necessary eg by providing families with e-newsletters or assisting students with their school work)
- use any personal communication channels/device such as a personal email account
- exchange personal contact details such as phone number, social networking sites or personal email addresses
- photograph or video a child without the consent of the parent or guardians
- work with children whilst under the influence of alcohol or illegal drugs
- consume alcohol or drugs at school or school events in the presence of children – unless authorised by the School Council.

I, _____, confirm I have been provided with a copy of the above Code of Conduct.

Signed: _____ Date: _____

This policy was last ratified by School Council

February 2018