

# Wantirna South Primary School

## School Staff Selection, Supervision and Management Practices for a Child Safe Environment

**Aim:** to ensure strong human resource practices are in place to promote a child safe school environment and reduce the risk of child abuse.

**Implementation:** the policies and procedures for recruitment, supervision, training and managing performance is clearly stated and identified for all school staff, volunteers, contractors and the community to support a child safe environment and reduce the risk of child abuse.

The table below outlines the steps to implement the requirements.

Recruitment Practice	School expectation	Role responsibility
<p>1. <i>Each job or category of jobs for school staff that involves child connected work will have clear statements regarding the child safety requirements of the role and the expectations of the occupant</i></p>	<ul style="list-style-type: none"> <li>• Ensure that position descriptions for all new positions include the standard 'Child safe environments' clause as from 1 August 2016: <i>"Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including the Child Safe Standards. The school's Child Safety Code of Conduct is available on the school's website."</i></li> <li>• For existing staff, the school will promote and embed the Child Safety Code of Conduct.</li> <li>• The Principal Class Contract of Employment as from August 1, 2016 will include:               <ul style="list-style-type: none"> <li>- Preamble: <i>The aims of the Department include: "... the provision of a child safe environment"</i></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Principal Accountabilities of a principal – Student Support: <i>Plan, implement and monitor arrangements to ensure the care, safety, security and general well-being of all students in attendance at the school including compliance with the Child Safe Standards."</i></li> <li>• Business Manager/recruitment officer. Ensure the position descriptions for all new positions include the standard 'Child safe environments' clause as provided in the Recruitment in Schools Guide.</li> <li>• Child Safety Officer/Assistant Principal Promote and support staff to embed the standards for a Child Safe School. Continue to review and update the documentation. Provide an adequate induction for new staff, volunteers and contractors.           <ul style="list-style-type: none"> <li>• Existing staff Staff will promote and embed the Child Safety Code of Conduct as outlined in Standard 3.</li> </ul> </li> </ul>

Recruitment Practice	School expectation	Role responsibility
<p>2. All applicants for jobs that involve child connected work for the school must be informed about the school's child safety practices (including the Code of Conduct).</p>	<ul style="list-style-type: none"> <li>As above</li> </ul>	<ul style="list-style-type: none"> <li>As above</li> </ul>
<p>3. In accordance with any applicable legal requirement or school policy, the school must make reasonable efforts to gather, verify and record the following information about a person whom it proposes to engage to perform child connected work.</p> <p>4. The school need not comply with the requirements in step (3) above if it has already made reasonable efforts to gather, verify and record the information about a particular individual within the previous 12 months</p>	<ul style="list-style-type: none"> <li>That the Child Safety Officer and the Principal, prior to the commencement of work of an external person, are satisfied that the person: <i>"meets the Child Safe Standards."</i> (<a href="http://www.education.vic.gov.au/hrweb/documents/Schools_recruitment.pdf">http://www.education.vic.gov.au/hrweb/documents/Schools_recruitment.pdf</a>).</li> </ul>	<ul style="list-style-type: none"> <li>Principals implement practices to ensure that they are satisfied an external applicant <i>meets the Child Safe Standards</i> prior to the applicant's employment.</li> <li><i>Child Safety Officer continues to review the documentation and provide an induction process for new staff, contractors, and volunteers.</i></li> </ul>
<p>5. The school must ensure that appropriate supervision or support arrangements are in place in relation to induction and continuing suitability for child connected work</p>	<ul style="list-style-type: none"> <li>The Child Safety Officer and the Principal will continue to engage an Induction process as communicated from the Department to align with changes.</li> <li>The Child Safety Officer and the Principal will discuss with staff through the Performance and Development review the changes that will be provided for the 2017-18 Performance and Development cycle.</li> </ul>	<ul style="list-style-type: none"> <li>The Child Safety Officer and the Principal will monitor and adopt the required Induction and Performance and Development process as it is communicated to ensure the standards are fully met.</li> </ul>
<p>6. The school must implement practices that enable the school governing authority to be satisfied that people engaged in child-connected work perform appropriately in relation to child safety</p>	<ul style="list-style-type: none"> <li>As above.</li> </ul>	<ul style="list-style-type: none"> <li>Wantirna South Primary School Council will oversee and review Standards as part of the school's Action Plan and School Child Safe Environments policy.</li> </ul>

## RESOURCES AND REFERENCES

- Commission for Children and Young People (2015) *A Guide For Creating A Child Safe Organisation*, Version 2.0.
- Department of Education and Training (2016) *Recruitment in Schools*
- Department of Education and Training (2016) *Suitability for Employment*
- Victorian Government, Education & Reform Act 2006, Gazette No. S2, January 2016, *Child Safe Standards – Managing the Risk of Child Abuse in Schools*, Ministerial Order No. 870.
- Victorian Registration and Qualifications Authority (2016) *Child Safety Standard 4: Staff Selection Checklist*