

Child Safety Recruitment Checklist

Vermont Primary School and Kindergarten



VERMONT
PRIMARY
SCHOOL

Learning For Our Future

Prior to Advertising / Considerations and Pre Selection

- When recruiting new staff or volunteers some important child safety areas for assessment include the applicant's:
 - motivation to work with children (personal or professional),
 - relevant and verifiable child-related work experience,
 - understanding of professional boundaries,
 - communication skills,
 - student welfare at the centre of all decision making and actions,
 - ability to work in a team to ensure student safety and wellbeing.
- Recruitment on line position to include Child Safety Statement Criteria, automated by the system
- Applicant informed through the advertisement that the selection process will involve a rigorous background check including a current Working with Children Check or VIT registration

Pre Selection – Ensuring transparency and natural justice in the selection process

- Reference Checks with Child Safety criteria sent to all relevant referees.
 - At least two referees including most recent employer and direct line manager.
 - Is there any personal relationship between the previous employer and employee?
 - Check work history and previous employment details are accurate?
 - Has the referee observed the applicant working with children?
 - Do they have any concerns about the applicant working directly with children?
 - Do they have any concerns about the applicant's adherence to the organisation's code of conduct?
 - Have you observed the applicant managing the behaviour of a child?
- Check unexplained gaps in applicant's employment history.
- Suitability check for employment through edupay.

Post Selection

- Applicant provides 2 forms of personal identification with the same name and address.
- Copies of academic transcript or qualifications that confirms their claims about registrations.
- Copy of Working with Children Check / VIT card provided to the Main Office.
 - Copies provided to the office as they are renewed throughout employment
 - Business Manager to check the validity of the card on the Department of Justice website.
- Proof of identify and qualifications provided when first time member of the Department of Education.
- Health Declaration provided by the applicant.
- Child Safety Code of Conduct Signed.
- Induction of new staff addressing relevant Child Safety information.
 - Child Safety Policy.
- Mandatory Reporting Training annually.
- School to use the current letter of offer available on the HRweb.