

## CHILD SAFE HR PRACTICES

### Child Safe – Standard 4

#### Rationale

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Strong human resource practices promote child safe school environments and reduce the risk of child abuse. Aireys Inlet Primary School utilises policies and procedures for recruitment, supervision, training and managing performance that support a child safe school environment.

#### Implementation

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- The school will ensure that position descriptions for all new positions, teaching and non-teaching, include the standard 'Child safe environments' clause as provided in the 'Recruitment in Schools' Guide.
- For our existing staff, the school has promoted and will embed the school's Child Safety Code of Conduct in accordance with Standard 3.
- As part of the selection process, the principal will implement practices to ensure satisfaction that external applicants meet the *Child Safe Standards* prior to the applicant's employment at the school.
- When recruiting new staff, teaching and non-teaching, or volunteers the school panels will monitor the following important child safety areas for assessment:
  - a. The applicant's motivation to work with children (personal or professional)
  - b. The applicant's relevant and verifiable child-related work experience
  - c. The applicant's understanding of professional boundaries
  - d. The applicant's communication skills.
- As part of the selection process for non-teaching staff engaged in child-connected work, the school will collect Working With Children Checks (WWCC).
- As part of the selection process for teachers, the principal will check the person's Victorian Institute of Teaching (VIT) status.
- All selection panels will engage in a minimum of one verbal referee check to ascertain the person's history of work involving children and the person's suitability for the job and working with children.
- The school acknowledges that certain specialist roles may present different child safety risks for the school, such as a school nurse, welfare counsellor, sports coach, camp instructor or music teacher. At Aireys Inlet Primary School, these specialist roles will require a working with children check and personal identification with the same name and address and may require a criminal records check and/or greater referee checks to be completed.
- The school will ensure that all new school staff are inducted into the school's policies, codes of conduct, practices and procedures governing child safety. This process will be supported by the school's Wellbeing Team.
- As part of the DET's Performance and Development process, school leaders will monitor and assess staff members' suitability for continuing child connected work.

- The school's Child Safety Policies and Procedures will be evaluated annually by the school Wellbeing Team, with the findings being shared with the School Council. This information will support the School Council to be satisfied that the processes and strategies in place are assuring that school staff (teaching and non-teaching) and volunteers who engage in child-connected work perform appropriately in relation to child safety. Any concerns raised by the School Council will be appropriately addressed.

## Links and Related Policies

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The following are links to support material for schools:

- [DET - Child Safe Standards](#)
- [VRQA - Staff Selection Checklist](#)

Related School Policies:

- Child Protection Reporting Policy
- Supervision and Duty of Care Policy
- Working With Children Check Policy

## Evaluation

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- This policy was last ratified by School Council – **May 2017**.

