

East Preston Islamic College

إسلامية كالج

STUDENT SAFETY RECRUITMENT AND SELECTION POLICY

Last Review: April 2023	Constructed / Reviewed by: East Preston Islamic College on advice from Russell Kennedy Lawyers
Next Review: April 2025 (and every two years thereafter in accordance with the College's review cycle, or more frequently as required)	Approval Required: Board Motion
	Board Sign Off Date: 15 May 2023 Implementation Date: April 2023

1 Statement of Context and Purpose

1.1 East Preston Islamic College (the **College**) is committed to continuous improvement in the

3.5 *Child Wellbeing and Safety Act 2005* (Vic)

3.6 Ministerial Order 1359

Policies

3.7 Student Safety and Protection Policy

3.8 Student Safety Staff Code of Conduct

3.9 Student Safety Responsibilities

3.10 Student Safety Definitions

3.11 Responding to Student Safety Concerns Policy

4 Overarching Recruitment Principles

4.1 The College is committed to applying the following overarching principles throughout the recruitment process:

Strategic alignment

4.2 The College of the College regard to workforce planning and the goal of improving the performance and standing of the College.

Merit-based

4.3 The College's merit-based selection methods are to ensure recruitment processes deliver high quality staff and selection decisions that are fair, equitable, transparent and consistent. In this context, merit is defined as the skills, knowledge, qualifications, previous experience and personal attributes that relate to the requirements of the position.

Fairness

4.4 All those involved in the recruitment process should carry out their duties without bias or favouritism. Any potential or perceived conflict of interest between parties in the recruitment process should be declared to and members of the recruitment panel, and is to be avoided, where practicable.

Compliance

4.5 The College will comply with all relevant federal and state legislation in the recruitment and appointment of staff.

Equal opportunity

4.6 The College values equity and diversity and seeks to embody these values in its staff. The College welcomes applications from Aboriginal & Torres Strait Islander peoples, people from culturally and/or linguistically diverse backgrounds and people with a disability.

Efficiency and candour

4.7 The College recognises that timely decision-making can be critical in securing the best possible applicant, and all processes should be conducted without undue delay. All applicants should

be treated with respect and communicated with in a timely manner throughout the recruitment process.

Student safety

- 4.8 The College takes a zero-tolerance approach to any behaviours that jeopardise student safety and wellbeing (including child abuse and reportable conduct). The College regards its student safety and wellbeing responsibilities with the utmost importance and strives to deliver an academic curriculum that promotes the College's values.

- (a) Hold, and provide the College with evidence of, a current valid VIT registration or Working with Children Check (**WWCC**) clearance status (or similar check).
- (b) Provide the College with proof of their personal identity (at least 100 points of identification is required).
- (c) Have a current National Police Check or be willing to obtain one prior to, and/or during the course of their employment. Please note that a National Police Check forms part of the VIT registration process (whereas a WWCC involves a narrower police check).

of best practice and is particularly relevant for large-offsite events, overnight excursions and camps).

Indirect Contact Volunteers

- 5.11 An indirect contact volunteer or visitor means a person who is involved in providing support and services at the College

5.23 Interviewed applicants who are not subsequently selected are notified.

6 Background Checks and Required Certification

6.1 All appointments (including those involving child-connected work) will be conditional on the presentation of:

- (a) Evidence that all screening checks required have been satisfied (refer to the section on student safety screening requirements above), which depending on the position may include:
 - (1) Evidence of current registration with the Victorian Institute of Teaching or a current WWCC clearance (whichever is applicable).
 - (2) A satisfactory National Police Check.
 - (3) Proof of personal identity (at least 100 points of identification).
- (b) Proof of any professional or other qualifications (including if applicable, evidence that a teacher is suitably qualified and experienced to deliver a senior secondary course).
- (c) Evidence of the person's history of work involving children and young people.
- (d) Completion of psychometric testing and/or technical skills testing, which the College may require applicants to undertake from time to time.

6.2 The College will verify and keep appropriate records regarding the above information.

7 Reference Checking

7.1 The College will require at least two references from former and current employers of the applicant.

7.2 The College will require evidence of the applicant's suitability for working with students, or student-connected work, including in a school-specific context.

7.3 Permission from the applicant to contact any nominated referees and to perform a full employment background check must be obtained during the interview.

7.4 All notes taken during the recruitment process (including the interview and reference check) will be held in confidence.

7.5 If a reference cannot be undertaken until the preferred applicant resigns from their current position, any employment offer will be made subject to the satisfactory completion of reference check.

8 Entitlement to Work in Australia

8.1 All applicants must provide valid documentation of their right to work in Australia. It is the applicant's responsibility to advise the College of visa expiry dates.

8.2 All applicants must be eligible to work in Australia under applicable laws and regulations for employment.

9 Pre-employment Medical Requirements

Pre-employment health declarations

9.1 Legislation requires that the College must:

- (a) Ask the applicant, in writing, to disclose any pre-existing injury or illness that could be affected by the nature of the proposed duties.
- (b)

- (a) Individual and collective obligations and responsibilities for managing the risk of child abuse and reportable conduct.
- (b) Child abuse and reportable conduct risks in the College environment (both physical and online).
- (c) The College's risk management framework, including the risk management process, risk assessment, risk control, and risk monitoring and review.

10.13

- (b) All staff must ensure that they abide by this policy and assist the College in implementing this policy.