

## **Recruitment and Selection Policy**

At Katandra School, we consider the health, safety and wellbeing of all children and young people to be our highest priority. We strive to ensure the safety and wellbeing of children and young people at our school at all times. We have zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously and consistently. We are committed to creating a safe, respectful and inclusive school environment where all students can be happy, confident and resilient, regardless of their sexual or gender identity, cultural background disability or other circumstances. We take account of the diversity of all children, including the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and vulnerable children. Any physical contact with children or young people must be appropriate to the delivery of the programs and services based on the needs of the individual rather than the needs of any staff.

### **Purpose**

The Recruitment and Selection Policy has been developed to ensure that Katandra School attracts the most suitable and finest staff for vacant positions. The school is committed to the ongoing safety of all the students and adheres to all guidelines relating to Child Safety.

### **Responsibilities**

The Principal is responsible for ensuring that this policy and procedure is implemented.

This policy covers all positions within the school which involve paid employment.

### **Policy**

- Katandra School is committed to providing high quality educational programs and services to our school community.
- For this purpose Katandra School values the importance of employing the most suitable applicant for the job at all times.
- All potential applicants are assessed according to their capabilities, qualifications, knowledge, experience and skills.
- We follow Equal Opportunity guidelines for all external and internal positions and select the best applicant on the basis of merit.
- All recruitment and selection processes and decisions will reflect our commitment to providing equal opportunity
- Equal opportunity and the Anti-Discrimination Act legislation guides the decision process. Katandra School uses DET recruitment online for all vacant positions.

### **Selection Committee**

- The selection committee will have a minimum of 2 members reviewing all applications and interviewing applicants.
- All committee members should declare a conflict of interest
- The committee will be led by the Selection Panel Chair and will be comprised of other appropriate staff members.
- In some cases the committee will include external or non- staff members.

- Should a relative of an incumbent staff member apply for a position within the school, then the incumbent staff member is ineligible to be on the selection panel. Furthermore at no time, can a relative be in a supervisory capacity over another relative.

### **Screening applicants**

- All resumes will be reviewed against the selection criteria and position description.
- Applicants who are deemed to be most suitable will be selected for an interview.

### **Position Descriptions**

Positions advertised will include the following standard clause: “Victorian government schools are child safe environments. Our school actively promotes 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.”

### **Interview process**

- The selection panel chair and members will conduct interviews for candidates who have been short listed. The selection panel chair will ensure that the correct documentation is completed and the interview is consistent with selection criteria and any relevant legislation.
- All interviews will include questions relating to safeguarding children.
- All candidates will be requested to bring a current Working with Children Check or a current VIT Teacher Registration card.
- Candidates must have and be eligible for, a working with children check, or VIT teacher registration

### **Reference checking**

- At least two professional references must be provided.
- Applicants must expect that the most recent school/employer will be contacted for a reference.
- Applicants can explain any exceptional circumstances relating to this to the selection panel chair. Should the applicant not agree to this measure they will not be deemed an eligible candidate for the position.
- All reference checks will include Safeguarding Children and Young People related questions
- Dates of employment with the previous school /employer will be reviewed with the applicant’s resume.

### **Unsuccessful applicants**

Once the selection panel have appointed a successful candidate, the selection panel chair will notify any unsuccessful candidates.

All records for unsuccessful candidates are kept confidential and are maintained for the appropriate length of time.

## REVIEW CYCLE

*This Code of Conduct or Policy was endorsed/approved by the Katandra School Council in May 2019 for review if legislative or other changes require in the interim or no later than November 2020.*

|  |   |
|--|---|
| <b>Date Implemented</b>                              | May 2019  |
| <b>Author</b>  | Rhett Watts   |
| <b>Approved By</b>                                   | School Council  |
| <b>Approval Authority<br/>(Signature &amp; Date)</b> | School Council President: Mario Delosa<br>Signature:<br>Date: |
| <b>Date Reviewed</b>                                 | November 2020   |
| <b>Responsible for Review</b>                        | Rhett Watts, Wendy Sheppard, Jacqui Lamden                    |
| <b>References</b>                                    | Victorian Government Schools Reference Guide                  |