



MONTPELLIER PRIMARY SCHOOL

CHILD SAFE STANDARD 4 – HUMAN RESOURCE PRACTICES TO REDUCE THE RISK OF CHILD ABUSE

LEGISLATION

On 26 November 2015, the Victorian Parliament passed the Child Wellbeing and Safety Amendment (Child Safe Standards) Bill 2015, which amended the Child Safety and Wellbeing Act 2005 to introduce the Child Safe Standards that would apply to all organisations involved in child related work in Victoria.

Ministerial Order 870 - Child Safe Standards - Managing the Risk of Child Abuse in Schools provides guidance on how the Standards apply to a school setting. It came into effect on 1 August 2016.

PURPOSE

At Montpellier Primary School we foster a culture of openness and inclusiveness, as well as being aware that people who may wish to harm children could target schools. We believe that robust human resources practices are a good way of reducing risks of child abuse. Human resources practices include the recruitment, training, supervision and management of performance of all personnel.

SCOPE

To achieve this, we provide opportunities for employees and volunteers to develop and maintain skills to ensure child safety. This policy refers to teaching and non-teaching staff as well as anyone employed through School Council. This will support staff and volunteers to understand the importance of child safety and wellbeing, and enable them to consistently follow child safety policies and procedures.

The School used the DET Human Resources Letters of Offer which include Child Safe guidelines for all recruitment. (see Appendix A)

Recruitment

Recruitment processes at Montpellier Primary School help ensure the best applicants are employed. The aim is to access the most suitable candidate based on skills, knowledge, practice and personality and based on a supportive recruitment check. Consideration is given at all times to catering for the breadth of student needs in the school.

From advertising through to conducting interviews and checking the background of applicants, it is important that each step is done consistently and thoroughly. Montpellier Primary School adheres to the following recruitment practices as outlined by the Department of Education Human Resources - Recruitment in Schools Guidelines (updated 13th July, 2018)

The 'Recruitment in Schools' Guide requires that position descriptions for all new positions advertised include the following standard 'Child Safe environments' clause:

"Victorian Government Schools are child safe environments. Our school actively promotes the safety and wellbeing of all students, and all 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 Schools Child Safe Code of Conduct is available on the school website"

Montpellier Primary School will also inform applicants that appropriate rigorous reference and background checking will be undertaken, including a Working with Children Check and Police Record and identity check.

It is the responsibility of the school council to ensure that only suitable and eligible persons are employed in the school. In delegating its employment powers to the Principal, the following practices will be undertaken. Prior to employment, the Principal will ensure that school council pre-employment requirements are understood and checked and be satisfied that the applicant:

- Has had a Working with Children Check and an Assessment Notice or, for teaching positions, the person is registered or has permission to teach from the Victorian Institute of Teaching under Part 2.6 of the Education and Training Reform Act 2006;
- Is an Australian citizen or a permanent resident in Australia under any law of the Commonwealth or entitled to permanent residency in Australia under any law of the Commonwealth or is entitled to be resident in Victoria for sufficient periods to enable the person to undertake the duties of the position;
- Is a fit and proper person to be an employee as required by Ministerial Order 1038, and is suitable for child-connected work as defined in Ministerial Order 870;
- Has fulfilled such qualification requirements as are in effect at the time
- Meets the pre-employment medical requirements; and does not have employment restrictions issued by the Department of Education and Training. To ascertain this, a pre-employment check is done on eduPay. Any enquiries arising from this check will be made to the Department's Employee Conduct Branch.
- Letters of Offer for all school-based positions include a reference to the offer being subject to the person being suitable for child-connected work (Forms-teaching service page on HRWeb).

To ensure the school implements practices for a child-safe environment each job or category of jobs for school staff that involves child-connected work will have a clear statement that sets out:

- The job's requirements, duties and responsibilities regarding child safety; and
- The job occupant's essential or relevant qualifications, experience and attributes in relation to child safety.
- 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)

The school will gather, verify and record the following information about a person whom it proposes to engage to perform child-connected work:

- Working with Children Check status, or similar check;
- Proof of personal identity and any professional or other qualifications;
- The person's history of work involving children; and
- References that address the person's suitability for the job and working with children.

(refer to the Working with Children Act 2005 which establishes a process to screen persons engaging or intending to engage in child-related work through a working with children check, and also sets out exemptions from that requirement for volunteers, parents and others.)

The principal will ensure reasonable efforts are made to contact the person's current or immediate past employer (which cannot be the school making the offer of employment) and ask questions from the Suitability for Employment in Appendix A.

Induction processes/policy include the following updates

Teachers at Montpellier Primary School work in teams and have in team mentoring through their PLC leader and an Assistant Principal to support their work. They are provided with the Montpellier Staff Handbook which outlines the school's Child Safe guidelines in addition to an overview on initial induction.

Other induction resources are:

- New Teacher Induction Plan Checklist for Principals
- Guide for Beginning teachers
- Principal's Induction Guide

All updated Induction related material is stored on Staff Shared Drive.

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Selection Criteria

Developing appropriate selection criteria for a school position is a valuable first step to reducing the risk of appointing someone who poses a child safety risk. It will also ensure that applicants have the specific knowledge and skills required for the position.

Our school will ensure that the selection criteria provides for the safety of all children. Applicants will have the opportunity to indicate their understanding of, or any experience they have in working with children with diverse needs and/or backgrounds.

The application process and criteria will address: (where relevant to the position)

- Working with Children' statement
- An understanding of the appropriate behaviours when engaging with children statement
- The experience, qualifications, qualities and attributes expected from the successful applicant
- The supervision and accountability processes in place which support child safety
- The needs of children with a disability.
- Demonstration of Aboriginal cultural safety and awareness, and for children from culturally and/or linguistically diverse backgrounds

Supervision and support for all staff

- Montpellier Primary School reinforces our commitment to child safety by recognising the quality work, care and practices of employees and volunteers in keeping children safe and protected.
- For existing staff, the school will promote and embed the Child Safety Code of Conduct in accordance with Child Safe Standard 3.
- Child Safe environment and wellbeing is discussed and minuted in Leadership Team meetings, PLC team meetings and School Council meetings.
- All staff are made aware of the child safe clause now included for all job categories "Provide a child safe environment in accordance with the Child Safe Standards' -(Principal Class, teacher, Paraprofessional and Education Support) in the Roles and responsibilities – Teaching Service <https://www.education.vic.gov.au/hrweb/workm/Pages/rolesTS.asp>
- All Child Safe Policies are accessible on Staff Drive and are regularly referred to in meetings and in the Staff Handbook.
- Induction of new school staff includes support and training to ensure understanding and the school's policies, codes, practices and procedures governing child safety and child-connected work.

All Montpellier Primary School staff complete the **Protecting Children – Mandatory Reporting and Obligations eLearning module annually**. Staff must demonstrate completion to the Assistant Principal.

- All Staff can access Child Safety Resources on Staff Drive, including information and instructions on the 4 critical actions to take when a disclosure or suspicion of child abuse has occurred.
- The School Principals and Leadership Team ensures that Montpellier Primary School is a child safe environment.
- Office Staff ensure all records of suitability to work at Montpellier Primary School, including volunteers, contractors and CRTs are maintained.
- Consultation and approval by School Council of Montpellier Primary School’s commitment and procedures to ensure all Child Safe Standards are met every two years.

Resources and references

- Commission for Children and Young People: Being a Child Safe Organisation
- Recruitment in Schools
- Victorian Government Gazette: Managing the Risk of Child
- Victorian Registration and Qualifications Authority: Child Safe Standards Resources

REVIEW CYCLE

This policy was last updated and ratified on 16/09/19 following review and development by School Council. It is scheduled for review in September 2021



Appendix A

Suitability for Employment Template

Applicant	
Job Opening Number	
Current or Immediate Past Employer	
Date and Time of Suitability for Employment Check	

Where the responses to these questions raise any concerns with the principal in relation to the person’s suitability for employment, before taking any further action in relation to that person’s employment the principal must seek advice from the Employee Conduct Branch

Key Questions: (Source Human Resources Recruitment in School Guideline page 31)

Could you please comment on the following aspects:-

Questions	Yes	No
Have you directly observed (applicant’s name) work with children?		

During the period that (applicant's name) Worked in your organisation, did you have any concerns about (applicant's name) behaviour or conduct when working with a child or children? If yes, what steps were taken to deal with these concerns? Were these concerns satisfactorily resolved?		
Do you have any concerns about (applicant's name) working with children?		
Has any disciplinary action been taken against (applicant's name) in relation to inappropriate or unprofessional conduct towards a child?		
Were there instances where you had concerns that (applicant's name) did not always behave with integrity in their employment such as not dealing with others in an ethical way, not declaring or managing a conflict of interest appropriately or dealing with sensitive or confidential information in an appropriate way? If yes, what steps were taken to deal with these concerns? Were these concerns satisfactorily resolved?		

Employee Conduct Branch- <http://www.education.vic.gov.au/hrweb/workm/Pages/comunt.aspx>
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Email: employee.conduct@edumail.vic.gov.au