

## **GUIDELINES FOR THE RECRUITMENT OF STAFF AND VOLUNTEERS**

The processes for the recruitment and selection of employees, contractors and volunteers demonstrate our commitment to maximising the safety of children and deterring unsuitable and inappropriate persons from attempting to work at Rangeview Preschool. Rangeview Preschool is committed to the following processes.

### **Preparation for recruitment**

An explicit statement of our commitment to child safety is included in all advertising promotion for the organisation.

Job advertisements clearly state our commitment to child safety.

Job descriptions include a statement about our commitment to maintaining a child safe environment and clearly outline responsibilities and accountability.

The selection process includes:

consideration of a Working with Children Check (and a criminal history record check, where appropriate)

confirmation of identity, which involves sighting an original birth certificate or extract, a driver's licence or a passport

verification of qualifications

thorough reference checks: at least two referees are contacted (including the current or most recent employer) in person or via telephone and all referees must have observed the applicant working with children first-hand.

### **Interview process**

At least three people are on the interview panel including, where possible, a gender mix and a person external to the service or someone with HR/interviewing experience.

Questions are behavioural-based and ask the interviewee to provide examples of their past behaviour in specific situations relevant to the job being applied for.

Questions regarding relationships with children, professional boundaries, resilience and motivation, teamwork, accountability and ethics are values-based.

Questions are based on key selection criteria.

Candidates are asked about their attitudes, aspirations and motivations.

More detail is asked for when answers seem incomplete.

### **Ongoing management**

Information provided to the employee on commencing work at the service includes the *Child Safe Environment Policy, Code of Conduct Policy, Complaints and Grievances Policy* and *Staffing Policy*.

The letter of offer includes a statement about what is expected of the staff member in terms of commitment and responsibilities for child safety.

Orientation and induction covers information about values, attitudes, expectations and workplace practices in relation to maintaining a child safe environment.

Regular meetings are held between employees, volunteers and the Approved Provider.

A mentoring or buddy system between employees is in place.

Training and education with regard to child safety is provided for all employees, contractors and volunteers.

Resources and support are provided for all employees, contractors and volunteers to ensure a child safe environment.

Employees, contractors, volunteers and visitors are treated with respect.