

Standard 4 Screening, supervision training and other human resource practices that reduce the risk of child abuse by new and existing personnel

Barton Primary School SCHOOLS RECRUITMENT PRACTICE, INDUCTION & STAFF TRAINING PROCEDURES

The table below outlines the steps to implement the requirements of Standard 4.

Requirement	Departmental action	School action
<p>1. <i>Each job or category of jobs for school staff and non-teaching staff that involves child connected work must have clear statements regarding the child safety requirements of the role and the expectations of the occupant</i></p>	<ul style="list-style-type: none"> The 'Recruitment in Schools' Guide has been updated and requires that position descriptions for all new positions advertised from 1 August 2016 include the following standard 'Child safe environments' clause: "Victorian government schools are child safe environments. Our schools actively promote 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. The school's Child Safety Code of Conduct is available on the school's website." In the near future, position descriptions generated in Recruitment Online (ROL) will be automated to include a standard clause regarding child safety. The Principal Class Contract of Employment has been updated to include the text italicised in the below: <ul style="list-style-type: none"> Preamble: The aims of the Department include: " ... the provision of a child safe environment" 	<ul style="list-style-type: none"> Ensure that position descriptions for all new positions include the standard 'Child safe environments' clause as provided in the 'Recruitment in Schools' Guide. For existing staff, the school will promote and embed the Child Safety Code of Conduct in accordance with Standard 3. Note that the Principal Class Contract of Employment has been updated to include reference to the Standards, and all contracts offered on or after 1 August will include the revised wording.

Requirement	Departmental action	School action
	<ul style="list-style-type: none"> - Schedule B – Accountabilities of a principal – Student Support: "Pt 2) Plan, implement and monitor arrangements to ensure the care, safety, security and general well-being of all students in attendance at the school including compliance with the Child Safe Standards " <p>This will apply for future contracts.</p>	
<p>2. <i>All applicants for jobs (either teaching or non-teaching) that involve child connected work for the school must be informed about the school's child safety practices (including the code of conduct).</i></p>	<ul style="list-style-type: none"> • As above 	<ul style="list-style-type: none"> • As above
<p>3. <i>In accordance with any applicable legal requirement or school policy, the school must make reasonable efforts to gather, verify and record the following information about a person whom it proposes to engage</i></p> <p>4. <i>The school need not comply with the requirements in step (3) above if it has already made reasonable efforts to gather, verify and record the information about a</i></p>	<ul style="list-style-type: none"> • The 'Recruitment in Schools' Guide has been updated to include that, the Principal, prior to an external applicant person commencing employment, must be satisfied that the person: "meets the Child Safe Standards." This can be found here: http://www.education.vic.gov.au/about/programs/health/protect/Pages/childsafestandards.aspx 	<ul style="list-style-type: none"> • Principals implement practices to ensure that they are satisfied an external applicant <i>meets the Child Safe Standards</i> prior to the applicant's employment including: <ul style="list-style-type: none"> a) Working with Children Check status, or similar check; b) proof of personal identity and any professional or other qualifications; c) the person's history of work involving children; and d) references that address the person's suitability for the job and working with children.

CHILD SAFE POLICY

Requirement	Departmental action	School action
<i>particular individual within the previous 12 months</i>		
5. <i>The school must ensure that appropriate supervision or support arrangements are in place in relation to induction and continuing suitability for child connected work</i>	<ul style="list-style-type: none"> • Advice on alignment of/ changes to Induction will be developed in 2016. • Advice on alignment of/ changes to Performance and Development will be developed in 2016, with changes to be ongoing for the Performance and Development cycle. 	<ul style="list-style-type: none"> • Note that further advice on requirements related to Induction and Performance and Development will be developed in 2016 to ensure schools fully meet this Standard.
6. <i>The school must implement practices that enable the school governing authority to be satisfied that people engaged in child-connected work perform appropriately in relation to child safety</i>	<ul style="list-style-type: none"> • As above. 	<ul style="list-style-type: none"> • School Councils to oversee and review Standard 4 as part of the school's Action Plan [Standard 1] and School Child Safe Environments policy [Standard 2]

RESOURCES AND REFERENCES

- Commission for Children and Young People (2015) *A Guide For Creating A Child Safe Organisation*, Version 2.0.
- Department of Education and Training (2016) *Recruitment in Schools*
- Department of Education and Training (2016) *Suitability for Employment*
- Victorian Government, Education & Reform Act 2006, Gazette No. S2, January 2016, *Child Safe Standards – Managing the Risk of Child Abuse in Schools*, Ministerial Order No. 870.
- Victorian Registration and Qualifications Authority (2016) *Child Safety Standard 4: Staff Selection Checklist*

Barton Primary School

NCHRC & WWCC Policy

RATIONALE

National Criminal History Records Checks (NCHRC) and Working with Children Cards (WWC) assist in ensuring a safe environment for our students and are critical to maintaining high standards of professional and personal conduct.

Any person whose duties usually involve or are likely to involve work in a school (paid or unpaid) is considered to be engaged in 'child-related work' and must be compliant with the Working with Children Act.

AIMS

- To ensure that all employees, and volunteers involved in activities with student contact are responsible and of sound character and comply with the requirement of the Working Children Act and the Child Safe Standards.
- To ensure that the school, in its employment and personnel practices, complies with the Child Safe Standards and Ministerial Order no 870.
- To ensure that staff induction, education and training programs are a vital part of our commitment to safeguarding children and young people from abuse and neglect.

IMPLEMENTATION

- In order to maintain high levels of safety for all students and a commitment to maintaining high standards of professional conduct, it is a Department of Education and Training requirement that all new employees, including those applying for transfer or promotion, hold a current satisfactory NCHRC.
- School Council requires that volunteers and visitors who participate in programs that have potentially higher levels of student contact than normal must hold a valid Working with Children card. Working with Children cards are free for volunteers and can be used in other circumstances outside of school.

Specifically, a WWC will be required for all volunteers involved in:

- Camps
 - Sleep-overs
 - Any activities in which a volunteer's own child is not involved
 - Any situation in which a volunteer may have unsupervised contact with a child
 - Swimming program teachers and assistants
 - Permanent sports coaches
 - Any other programs that have potentially higher levels of student contact than normal, as determined by the Principal.
- To be a volunteer at a school, a valid Working with Children Card provided by the Department of Justice is required. This card is:

- valid for 5 years
- transferable between volunteer organisations
- free of charge for volunteers, but cannot be used for paid employment.
- WWC Checks for paid employment can be used to show suitability for volunteer work.
- Teachers holding current full registration with the VIT are exempt from requiring a Working with Children card.
- Those teachers who hold full registration with the Victorian Institute of Teaching with a current NCHRC do not require a new check to be completed upon appointment.
- Any person registered with VIT seeking contract or casual employment must provide a copy of a current registration before commencing.
- Newly employed teachers will be required to organise a NCHRC through the Victorian Institute of Teaching.
- Upon renewal of registration with the VIT, teachers may require a new NCHRC.
- All School Council employees are required to have a WWC, the cost of which will be responsibility of the individual.
- A volunteer can commence work in a school when they provide a receipt as proof they have applied for a WWC Check with the Department of Justice.
- In general, parent volunteers whose own children are involved in a particular activity, do not need a WWC card or NCHRC although it is highly recommended.
- Contractors who work at the school on a scheduled basis within school hours must hold a current Working with Children Card.
- This policy will be published regularly for the information of the community.
- Barton Primary School will make two copies of the WWC Card. An electronic form will be kept in the Administration files. A hard copy will be kept in the WWC Card folder.

EVALUATION

This policy will be reviewed every two years as part of the school's three-year review cycle.

REFERENCES

Volunteer checks

<http://www.education.vic.gov.au/school/principals/spag/community/Pages/volunteers.aspx>

Suitability for Employment Checks

<http://www.education.vic.gov.au/hrweb/employcond/Pages/crimcheck.aspx>

Suitability for Employment Policy (PDF - 322Kb)

Circular S053-2011 Working with Children (WWC) Check – Renewal Process

<https://edugate.eduweb.vic.gov.au/newsevents/schoolbull/Pages/S053-2011.aspx>

Circular S377-2007 Working with Children Checks - requirements for Specialist Technicians

http://www.education.vic.gov.au/hrweb/Documents/S377-2007_wwccards-clr.doc

Circular S319-2007 Working with Children Checks - Additional Information
http://www.education.vic.gov.au/hrweb/Documents/S319-2007_workwithchildcheck-clr.doc

Circular C364-2011 New Price Structure for Criminal Record Checks
<https://edugate.eduweb.vic.gov.au/newsevents/corpmail/Pages/C364-2011.aspx>
 Ministerial Order No 870

<http://www.gazette.vic.gov.au/gazette/Gazettes2016/GG2016S002.pdf>:

Child Safe Standards - DET

<http://www.education.vic.gov.au/school/principals/health/Pages/chilsafe.aspx>

