



CHILD SAFE STANDARD 4

Human Resources and Recruitment Practices

PURPOSE

Overview

Haddon Primary School fosters a culture of openness and inclusiveness. Robust human resources practices are in place to include the recruitment, training and supervision of all personnel.

Implementation

Human Resource Practices at Haddon Primary School will include:

- All staff to have clearly stated roles and to be fully informed as to Child Safe Practices.
- The school principal will be an on-going Child Safety Officer.
- A second Child Safety Officer will be appointed each year.
- Induction and ongoing training for all staff. New staff will receive support and information when they begin their new role, and existing staff might need to develop new skills and knowledge to meet the requirements of their positions and expand their career options.

Recruitment Guidelines

Haddon Primary School will follow Department of Education and Training guidelines when employing any staff. Merit and equity will be adhered to at all levels of the employment process at all times. These guidelines include specific information on:

- Selection criteria in job descriptions
- Advertising
- Face-to-face interviews including behavioural-based questions and questions about motives for wanting to work with children
- [Working with Children Checks](http://www.workingwithchildren.vic.gov.au) <www.workingwithchildren.vic.gov.au>
- Reference checks over the telephone with recent line managers
- Probation periods.

Training and Induction

Employees and volunteers working with children need to receive training in the following areas:

- Identifying, assessing and reducing or removing child abuse risks
- Haddon Primary School's policies and procedures (including the Code of Conduct and Child Safe Policy)
- Legislative requirements, such as obligations to report child abuse, reduce and remove known risks of child abuse, and to hold Working with Children Checks where required
- How to handle a disclosure or suspicion of abuse, including Haddon Primary School reporting guidelines
- Cultural awareness training.



- Internal mentoring and coaching.

Supervision

The supervision of all employees and volunteers is to ensure children are protected from abuse and improves accountability and performance. To help ensure correct practice:

- No staff member or volunteer is to be in a room alone with a child
- Two staff members are recommended when assisting a child with a disability
- New employees and volunteers will be supervised regularly to ensure they are implementing their role effectively, are improving skills, as well as to ensure their behaviour towards children is 'Child Safe' appropriate. Any warning signs should be reported through appropriate channels.
- Staff and volunteers will have their performance reviewed against the 'Child Safe Standards' and their professional role
- Staff or volunteers who breach any element of the Child Safe Standards Code of Conduct could face disciplinary procedures.

COMMUNICATION

This policy will be communicated to our school community in the following ways

- Available publicly on our school's website
- Included in staff induction processes
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request
- Discussed with students in the classroom
- Discussed at school council on a yearly basis

FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library (PAL): [Duty of Care](#)
- the Department's Policy and Advisory Library (PAL): [Structured Workplace Learning](#)
- Haddon Primary School Website: <https://haddonps.vic.edu.au/our-school/policies>
- Childsafestandards@dffs.vic.gov.au

POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2021
Approved by	School Council
Next scheduled review date	August 2025 and/or following significant incidents if they occur.



Haddon Primary School

