

# RECRUITMENT POLICY

Our Out of School Hours Care (OSHC) Service aims to implement a robust, well-planned recruitment process to ensure we select the best person for the position and the needs of our service. We aim to engage employees who are suitably qualified, experienced and passionate about school aged care. Our recruitment policy outlines our processes to ensure they are aligned with legislative obligations, our OSHC Service's values and support diversity and inclusion.

## NATIONAL QUALITY STANDARD (NQS)

| QUALITY AREA 4: STAFFING ARRANGEMENTS            |                                         |                                                                                                                                                                       |
|--------------------------------------------------|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.1                                              | Staffing arrangements                   | Staffing arrangements enhance children's learning and development.                                                                                                    |
| 4.1.1                                            | Organisation of Educators               | The organisation of Educators across the Service supports children's learning and development.                                                                        |
| 4.1.2                                            | Continuity of staff                     | Every effort is made for children to experience continuity of Educators at the Service.                                                                               |
| 4.2                                              | Professionalism                         | Management, educators and staff are collaborative, respectful and ethical.                                                                                            |
| 4.2.1                                            | Professional collaboration              | Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills. |
| 4.2.2                                            | Professional Standards                  | Professional standards guide practice, interactions and relationships.                                                                                                |
| QUALITY AREA 5: RELATIONSHIPS WITH CHILDREN      |                                         |                                                                                                                                                                       |
| 5.1.1                                            | Positive educator to child interactions | Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.                       |
| QUALITY AREA 7: GOVERNANCE AND LEADERSHIP        |                                         |                                                                                                                                                                       |
| 7.1.3                                            | Roles and Responsibilities              | Roles and responsibilities are clearly defined and understood and support effective decision making and operation of the service.                                     |
| 7.2.3                                            | Development of professionals            | Educators, co-ordinations and staff members' performance is regularly evaluated, and individual plans are in place to support learning and development.               |
| EDUCATION AND CARE SERVICES NATIONAL REGULATIONS |                                         |                                                                                                                                                                       |
| 4                                                | Definitions                             |                                                                                                                                                                       |

|            |                                                  |
|------------|--------------------------------------------------|
| 84         | Awareness of child protection law                |
| 188        | Compliance directions                            |
| Part 4.4   | Staffing Arrangements                            |
| Division 7 | Approval and determination of qualifications     |
| Division 9 | Staff and educator records—centre-based services |

## RELATED LEGISLATION

|                                                                                                                                                                                                                                                                                                              |                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| VIC Anti-Discrimination Act 1977                                                                                                                                                                                                                                                                             | Fair Work Act 2009                                                                       |
| Federal and State Occupational Safety and Health Legislation                                                                                                                                                                                                                                                 | Federal and State Equal Opportunity Legislation and any other relevant industrial awards |
| Education and Care Services National Law Act 2010                                                                                                                                                                                                                                                            | Children and Young Persons Act 1998                                                      |
| Sex Discrimination Act 1984                                                                                                                                                                                                                                                                                  | Child Care Subsidy Secretary's Rules 2017                                                |
| Age Discrimination Act 2004                                                                                                                                                                                                                                                                                  | Disability Discrimination Act 1992                                                       |
| Racial Discrimination Act 1975                                                                                                                                                                                                                                                                               | A New Tax System (Family Assistance) Act 1999                                            |
| Family Law Act 1975                                                                                                                                                                                                                                                                                          |                                                                                          |
| Family Assistance Law – Incorporating all related legislation as identified within the Child Care Provider Handbook in <a href="https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook">https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook</a> |                                                                                          |

## RELATED POLICIES

|                                                                                                                                              |                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| CCS Personnel Policy<br>Child Safe Environment Policy<br>Child Protection Policy<br>Code of Conduct Policy<br>Dealing With Complaints Policy | Governance Policy<br>Privacy and Confidentiality Policy<br>Probation, Induction and Orientation Policy<br>Staffing Arrangements policy |
|----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|

## PURPOSE

We aim to ensure the most suitability qualified, experienced, and reliable staff are employed at our Out of School Hours Care (OSHC) Service. We are committed to ensuring we meet all legislative and regulatory requirements including the Education and Care Services National Law, Children and Young Persons Act, Fair Work Act and Anti-Discrimination Act.

Our OSHC Service is committed to be a child safe Early Education and Care Service and embed the National Child Safe Principles and our recruitment and screening processes play a vital role in protecting children from harm.

Our OSHC Service values workplace diversity and inclusion and we strongly encourage applicants from Aboriginal and Torres Strait Islanders, women, and individuals with disability. Recruitment and selection

of staff will be guided by the requirements of relevant legislation, issues of equity and diversity, qualification, knowledge and skills, workforce participation and experience.

## SCOPE

This policy applies to staff, educators, approved provider, nominated supervisor and management of the OSHC Service.

## RECRUITMENT DECISIONS

The approved provider or assigned nominee will approve all recruitment decisions as outlined in this *Recruitment Policy* and Recruitment Plan Procedure. (*See Recruitment Plan*). Recruitment decisions will be based on the need and requirements of the service and will consider the following:

- ensuring the OSHC Service meets all staffing requirements as per Education and Care Services National Law and National Regulations
- any resignation of existing staff
- an increase in occupancy

The recruitment processes will be consistent, transparent, professional and timely. Any grievances relating to the recruitment procedure will be addressed as per the *Dealing with Complaints Policy*. All personal information regarding recruitment will be treated with the strictest confidence.

Selection criteria for each vacant position will be determined before advertisement and will take the following into consideration:

- position title
- qualifications required for the position
- experience required for the position
- position description/skills required for the position
- conditions of employment
- mandatory employment screening requirements including verifying Working with Children Check (WWCC), where applicable National Police Criminal History checks, immunisation requirements and conducting reference checks for every candidate to ascertain the candidate's attitudes and behaviours in previous child-related roles.
- clear expectations about commitment to child safety (Child Safe Standards)

Comprehensive job descriptions for each advertised position will be available for all applicants. Any applicants deemed unsuitable will be advised within an appropriate time frame

## ADVERTISEMENTS

Information about the position and the OSHC Service will be provided to potential applicants which includes:

- job title
- job description
- location
- hours of work
- salary (award/ above award)
- Service Philosophy
- operation hours, age group of children educated and cared for
- selection criteria relating to the position available
- how to apply for the role
- a commitment to providing a safe environment for children
- closing date for applications
- contact information for further information
- immunisation requirements
- WWCC requirements [check state/territory requirements]

Vacant positions may be advertised internally to encourage career advancement and opportunity.

External advertisements may be placed through relevant media and networks including social media, newspaper and employment services.

Potential applicants will be asked to complete an employment application as part of their application for the position available. *See Employment Application*

## SELECTION PANEL AND INTERVIEWS

A selection panel will be determined for applicants short listed for an interview. The selection panel will consist of at least 2 people. Our OSHC service will use the interview guide and questionnaire when preparing for interviews. (*See Interview Guide and Questionnaire*)

Applicants who require support or access provisions, are encouraged to advise this at the time of their application, to ensure appropriate assistance is provided throughout the recruitment process.

Questions will be prepared in advance of the interview and applicant responses will be recorded during the interview. Each applicant will be asked the same questions to ensure fair and equitable treatment of all applicants. Interviews will be conducted in a private space and confidentiality will be always

maintained. Applicants will be provided an opportunity to ask questions relating to the OSHC Service and position at the end of the interview.

### CONFLICT OF INTEREST

Any person on a selection panel must disclose to the approved provider or person organising the interview process if there is a conflict of interest at the time of reviewing the applications. A conflict of interest may arise if the applicant is a personal friend or past or present close work colleague.

Management must promote transparency and accountability, promote integrity and impartiality during the employment process and therefore consider if the conflict of interest poses a risk to the consistency of the application process.

### PRE-EMPLOYMENT SCREENING-PROBITY CHECKS

Effective pre-employment screening ensures our Service is compliant to legislative and regulatory requirements and aims to ensure we engage staff who have the skills, experience, qualifications and general 'fit'.

All preferred candidates will undergo appropriate pre-employment checks including reference checks, Working with Children Checks (WWCC), immunisation status checks and where applicable National Police criminal history checks before an offer of employment is recommended. Once an employee provides their WWCC clearance, management will verify the clearance to ensure that it is valid and current.

Measures should be in place to ensure probity checks are completed by a person or persons who have no prior professional relationship or personal friendship with the applicant to mitigate the perception of bias in the recruitment process.

All prospective applicants will be required to complete a prohibition notice declaration on the *Employment Application Form* to acknowledge they do not hold any prohibition notices that would prevent them from working with children (Reg. 188). The approved provider will use the 'register search' tool on the [NQA ITS](#) to check prohibition notices linked to prospective candidates as part of the recruitment process. Prospective candidates applying for the role of nominated supervisor or responsible person are required to complete a Compliance History notice as part of acknowledgement to the role to ensure the candidate is suitable to work with children. Existing employees are encouraged to disclose any enforcement actions, including enforceable undertakings that are issued to them.

## RECRUITMENT CHECKS

Verbal reference checks will be conducted over the phone for preferred applicants. Reference check questions will be determined prior to the check conducted and will establish the relationship the referee has with the applicant.

At least 2 (two) references are to be provided for a reference check. Where possible references should be from the immediate previous employer. The reference checks will ascertain, where possible, the applicant's attitudes and behaviours in previous child-related roles and ascertain whether the applicant has ever been the subject of complaints.

## WWCC/POLICE CHECKS

Working with Children Check legislation aims to prevent people who pose a risk from working with children as paid employees or volunteers. All employees, volunteers and students must undergo a Working with Children Check (or its equivalent) prior to working at the service. Employees, volunteers or students that are unable to provide a copy of a validated WWC Check (or equivalent) prior to the start of engagement or employment will not be able to undertake any work-related activity within the Service.

**VICTORIA** - The Working with Children Check is required prior to engagement of work-related activities for employees, volunteers and students. Employees, volunteers or students under the age of 18 may be able to apply for a Working with Children Check. [Working With Children Check Victoria](#)

## PRODA BACKGROUND CHECKS

Employees involved in the administration of Child Care Subsidy are required to undertake additional background checks. (*See CCS Personnel Policy*).

## OFFER OF EMPLOYMENT

An offer of employment will be made to the successful applicant following careful consideration by the selection panel. A confirmation of employment letter will be provided to successful applicants upon acknowledgment. (*See Confirmation of Employment Letter*). Successful applicants are required to provide documentation regarding qualifications and immunisations and complete an employee immunisation record. (*See New Employee Documentation Checklist and Employee Immunisation Record*.) A written employment contract will be provided to the successful applicants detailing the position, hours of shift, award information, wages and salary, date and time of commencement, contact person, probationary period.

The employee will be provided with a [Fair Work Information Statement](#) and casual employees will be provided with a copy of the [Casual Employee Information Statement](#) (CEIS) at time of engagement.

Applicants who are unsuccessful will be notified within an appropriate time frame and offered feedback regarding their application.

### PROBATIONARY PERIOD AND INDUCTION

Each new employee is subject to a Probationary Period of six (6) months. This ensures assessment for both the employee and service to ensure suitability of the role for the employee. During this time employees will receive advice, training and guidance to help them become familiar with and competent in, performing the work they have been appointed to do. The appointment is subject to the satisfactory completion of the Probationary period which itself is subject to termination during any stage, by either party, upon notice in writing, or by payment in lieu of notice.

Management will provide casual employees with the [Casual Employee Information Statement](#) (CEIS)-

- after six months of employment
- after 12 months of employment and
- every 12 months after that to ensure employees are aware of the casual conversion to permanent employment legislation under the Fair Work Act (August 2024)

Our OSHC Service is committed to providing a comprehensive induction program to ensure the smooth integration of new employees. The approved provider or assigned nominee will support the new employee and help them to understand the organisational structure, how decisions are made and communicated and what role they will have in the decision-making process. An induction checklist will be used to support this process, which explains an employee's responsibility to know the policies, procedures and practices within our Service and their duty of care obligations to ensure the safety and wellbeing of all children. Induction will include relevant information on child safe practices including adhering to the Child Safe Standards, the National Model Code and Guidelines for taking images and video of children while providing education and care to children, Code of Conduct and strategies that identify, assess and minimise risks to children and mandatory reporting procedures.

Information will be provided to each new employee about their rights and responsibilities regarding hours of work, salary (award), Fair Work Act and associated legislation including Right to Disconnect. (See *New Employee Induction Checklist*).

Continuity in care within the OSHC Service is paramount. By orientating staff professionally and correctly, it guarantees the consistency of care not only within the room but also across the entire Service. New employees will undergo regular supervision appraisals, mentoring, training and development as part of the orientation process.

## CONTINUOUS IMPROVEMENT/REFLECTION

Our *Recruitment Policy* will be updated and reviewed annually in consultation with families, staff, educators and management.

## CHILD CARE CENTRE DESKTOP- RELATED HUMAN RESOURCES

|                                      |                                  |
|--------------------------------------|----------------------------------|
| Code of Conduct                      | New Employee Induction Checklist |
| Confirmation of Employment Letter    | New Educator Orientation Survey  |
| Employment Application               | Recruitment Plan                 |
| Employee Immunisation Record         | Staff Handbook                   |
| Interview Guide and Questionnaire    |                                  |
| New Employee Documentation Checklist |                                  |

## SOURCES

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Victoria Government. Business Victoria. (2020). Staff recruitment <https://www.business.vic.gov.au/hiring-and-managing-staff/staff-recruitment/write-a-contractual-letter-of-offer>

Victorian State Government. Creating child safe organisations. <http://providers.dhhs.vic.gov.au/creating-child-safe-organisations>

[\*Western Australian Legislation Education and Care Services National Law \(WA\) Act 2012\*](#)

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## REVIEW

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|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|
| POLICY REVIEWED BY | Toni Vescio                                                                                                                                                                                                                                                                                                                                                                                                               | Business Manager | 18/03/2025       |
| POLICY REVIEWED    | NOVEMBER 2024                                                                                                                                                                                                                                                                                                                                                                                                             | NEXT REVIEW DATE | NOVEMBER 2025    |
| VERSION NUMBER     | V4.11.24                                                                                                                                                                                                                                                                                                                                                                                                                  |                  |                  |
| MODIFICATIONS      | <ul style="list-style-type: none"> <li>annual policy maintenance</li> <li>probation period increased to six (6) months</li> <li>updated information on legislation changes- Right to disconnect, Casual Employee Information Statement</li> <li>checking prohibition notices on NQA ITS added</li> <li>added National Model Code and Guidelines [optional]</li> <li>WWCC sites checked and updated as required</li> </ul> |                  |                  |
| POLICY REVIEWED    | PREVIOUS MODIFICATIONS                                                                                                                                                                                                                                                                                                                                                                                                    |                  | NEXT REVIEW DATE |
| NOVEMBER 2023      | <ul style="list-style-type: none"> <li>annual policy maintenance- no major changes</li> <li>removal of COVID vaccination requirement</li> <li>WWCC for SA removed (Recruitment Policy for SA available in CCD library)</li> <li>sources checked for currency</li> </ul>                                                                                                                                                   |                  | NOVEMBER 2024    |