

Dimboola Memorial Secondary College

Staff Selection Policy



Background

At **Dimboola Memorial Secondary College** we hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our school. Our commitment is drawn from our school Vision statement that: ***all students will reach their academic, social, emotional and physical potential. This will occur in a safe environment where they develop independence, self-discipline, resilience, acceptance of others and a sense of achievement.*** Our school values are: Respect, Excellence, Care, Honesty and Freedom and DMSC has also adopted a Child Safe Statement that articulates our zero tolerance of child abuse.

In order to ensure that all children are safe, the following Staff Selection Policy outlines the processes that will be implemented when recruiting new teaching staff, Education Support staff, Casual Relief Teachers, School Councillors and volunteers to the school.

Purpose

The Staff Selection Policy has a specific focus on safeguarding children and young people at Dimboola Memorial Secondary College against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes and Child Safe policies.

Implementation

- All staff, volunteers, contractors and school council members at Dimboola Memorial Secondary College are expected to actively contribute to a school culture that respects the dignity of its members and follows the school's core values. During the recruitment process, the relevant sections of the DMSC **Staff Selection Checklist** will be completed. (Attached)
- Prior to commencing employment, or taking on a voluntary role at the school, the DMSC Child Safe **Code of Conduct** should be completed. (Attached)

This policy should be implemented in conjunction with the following Dimboola Memorial Secondary College policies:

- Child Safety Code of Conduct
- Child Safety and Wellbeing Policy
- Staff Registers Policy (VIT registration)
- Visitors Policy
- Volunteers Policy

References

[Ministerial Order 1359](#)

<https://www.vic.gov.au/child-safe-standards-education-providers>

www.vit.edu.au

Dimboola Memorial Secondary College – Staff Selection CHECKLIST



This document should be completed by the Chair of the selection panel, or by the Principal/Assistant Principal if a panel is not convened. The document should be placed in the staff member's file – or with the volunteer's WWCC.

Complete ALL relevant sections –and write NA if the question does not apply.

Applicant's Name _____

Position applied for: **Teacher / Education Support Staff /Volunteer / Contractor**

QUESTIONS	YES	NO	COMMENT
Does the Job Description reflect the child safe standards?			
Has the applicant been provided with a statement that sets out the job's requirements, duties and responsibilities regarding: <ul style="list-style-type: none"> • Child safety, and • Essential relevant qualifications, experience, attributes in relation to child safety? 			
Has the applicant been informed about the school's child safety practices including the Child Safety Code of Conduct			
Has the applicant been informed of their role in ensuring a child safe environment?			
Has the applicant provided a current Working With Children Check? (WWCC) Copy to be taken of WWCC			
Has a copy of the WWCC been taken and recorded in the WWCC register?			
Has the applicant provided a current Victorian Institute of Teaching (VIT) registration card?			
Has the school checked the VIT registration status of the applicant online?			
Has the applicant provided other forms of identification? (Licence/Passport)			
Has the applicant provided academic transcripts or certified copies to verify their claims about qualifications/registrations?			
Are there any unexplained gaps in the applicant's work history?			
Has an online search been conducted about the applicant? Eg – Google, Facebook, LinkedIn?			
Has the applicant nominated at least two professional referees? <ul style="list-style-type: none"> • Current employer • Direct supervisor 			
Is there a personal relationship between the referees and the applicant that may impact on the objectivity?			
Have the CV details been checked for validity with the			

previous employer? • Qualifications accurate?			
Has the referee(s) directly observed the applicant working with children?			
Would the referee(s) recommend that the applicant is suitable to work with children? • Any specific concerns?			
Would the referee(s) employ the person again?			
Does the referee(s) have any concerns about the applicant being able to adhere to the Code of Conduct?			
Has the referee(s) observed the applicant managing the behaviour of a child?			
If the reference is in writing – has the referee been contacted to confirm authenticity?			
Does the applicant having experience working with children outside of their employment? (Volunteering, private tutoring or coaching, child-minding, etc)			
Is there any other information related to the suitability of this applicant that has been raised?			

Other Comments

Form completed by:

Name: _____

Position: _____

Date: _____

Dimboola Memorial Secondary College

CHILD SAFE ENVIRONMENT – CONTACT WITH PREVIOUS EMPLOYER

(Child Safe Standard 4)



Successful candidate: _____

Previous employer*: _____

*cannot be this school

Questions to be asked:

1. Have you directly observed [**applicant's name**] work with children?

Answer: _____

2. During the period that [**applicant's name**] worked in your organisation, did you have any concerns about his/her 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?

Answer: _____

3. Do you have any concerns about [**applicant's name**] working directly with children?

Answer: _____

4. Has any disciplinary action been taken against the applicant in relation to inappropriate or unprofessional conduct towards a child?

Answer: _____

5. 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 manner, not declaring or managing a conflict of interest appropriately or not 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?

Answer: _____

Chairperson: _____ Date: _____

This policy was last ratified on May 2024 and is scheduled for review in May 2025.

