



STAFF RECRUITMENT POLICY

(This is one component of our Child Safe Environment Policies)

AIM

We are dedicated to ensuring the safety, welfare and wellbeing of children in our care by implementing recruitment, induction, and training procedures that comply with the Children (Education and Care Services) National Law, Education and Care Services National Regulations, NSW Child Safe Standards, the Working with Children Check Act 2025 (NSW) (WWCC Act 2025). To find and recruit the best possible candidates to join the team and ensure applications are based and judged on merit. Through creating a strong procedure, we ensure that children's safety, interests and wellbeing are the paramount consideration and we are meeting all law and regulatory requirements.

GUIDING PRINCIPLES

- We recruit staff and volunteers who uphold and promote a safe, supportive environment for children.
- We are committed to child safety and the wellbeing of every child in our care.
- We promote the paramount importance of child safety in all that we do and actively consider children's voices in all decisions that affect them.
- We ensure leadership and governance maintain clear policies, safe recruitment practices and accountability across the organisation. We foster a culture where child safety is embedded in everyday practices and responsibilities and where all staff and volunteers understand and uphold their child safety obligations. This policy follows the 8 steps to child safe recruitment:
 1. Role description
 2. Job advertisement
 3. Shortlisting
 4. Referee checks
 5. Background checks
 6. Interviews
 7. Onboarding and induction
 8. Ongoing employment practices.

PROCEDURE

- All parties involved in recruitment must comply with the ethical framework requirements to recruit and promote employment based on merit and comply with applicable legislative requirements concerning the recruitment process
- All parties must promptly declare any conflicts of interest, such as established relationships. To avoid any possible accusations of bias, you must not be involved in any appointment, or any other decisions relating to discipline, promotion or pay and conditions for any current or prospective stakeholder to whom you are related, or with whom you have a close personal or business relationship.
 - o Knowing an applicant does not necessarily amount to a conflict of interest or exclude participation in the selection process. However, declaring potential conflict enables the panel to resolve or manage any conflicts of interest that may unduly influence panel deliberations.
- Selection panel members will consist of representation from the Approved provider, Community and the Nominated Supervisor. Where possible and if applicable, it will also include a child representative.

The Approved Provider and Nominated Supervisor will follow the below procedure for staff recruitment

- Advertise or the employment of new staff via the means in which is seen to be fair and equitable
- Include the requirement for
 - An approved Early Childhood Education and Care qualification
 - an approved and current WWCC,
 - Completed Child Protection Training certificates,
 - Completed Child Safety Training certificates,
 - National Criminal record History Check,
 - a minimum of 2 child related references
 - a minimum of 2 personal references
 - a minimum of 2 references from previous employers
 - 100 point identification check
- Once applications have closed and the Nominated Supervisor has collected all applications, the Approved Provider, Nominated Supervisor and Director will check all applications and identify the most suitable candidates.
- A panel will be created for interview purposes. This will include 2 members of the Management, the Nominated Supervisor (in an advisory role), a community member, a staff member and if feasible a child representative to speak on behalf of the children and their established questions
- This panel will call the applicants references and seek verbal reference from a minimum of 2 listed references.
- Panel members will keep a written record of verbal reference checks.
- The Approved provider will ensure all relevant checks are completed and verified (including WWCC, Prohibition Notices through NQAITS)

Successful applicants

- Applicants will be provided with the confidentiality policy, Code of Conduct and Child Safe Code of Conduct and given a acceptance timeframe.
- Prospective employees will sign to confirm their understanding and commitment to the above mentioned and induction procedures will be booked in
- Prior to commencing staff must have received their employment agreement, job description, policies and procedures with enough time to become familiar.
- Prior to commencing staff will be informed of their requirement to notify and inform the service
- Induction processes will be booked in and a probationary period of 12 months will be established.
- Staff will be notified of their requirement to keep the service up to date with any changes to their WWCC status

National Laws and Regulations
Law – Regulation 168; Law Section 174AA, 174AB

Reviewed Annually - **Date last Amended** May 2026