



OAK PARK PRIMARY SCHOOL

STAFF SELECTION POLICY

Oak Park Primary School is committed to keeping children safe.

Staff Selection Panels have the responsibility to ensure a rigorous selection process is implemented that has regard to the applicant's suitability to undertake child-connected work.

To adhere to child safety standard four Oak Park will ensure:

1. Each advertised position that involves child connected work will have a clear statement that sets out:
 - the job's requirements, duties and responsibilities regarding child safety; and
 - the job occupant's essential or relevant qualifications, experience and attributes in relation to child safety.
2. All applicants for jobs that involve child connected work for the school will be informed about the school's child safety practices (including the code of conduct).
3. In accordance with any applicable legal requirement or school policy, the school will make reasonable efforts to gather, verify and record the following information about a person whom it proposes to engage to perform child connected work:
 - Working with Children Check status, or similar check;
 - proof of personal identity and any professional or other qualifications;
 - the person's history of work involving children; and
 - references that address the person's suitability for the job and working with children.
4. That appropriate supervision or support arrangements are in place in relation to:
 - the induction of new school staff into the school's policies, codes, practices, and procedures governing child safety and child connected work; and
 - monitoring and assessing a job occupant's continuing suitability for child connected work.
5. We will implement practices to ensure that people engaged in child-connected work perform appropriately in relation to child safety.



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STAFF SELECTION CHECKLIST

Pre Selection	Yes	No
Are the child safe standards reflected in the job description?		
Have applicants been provided with a statement outlining the job requirements, duties and responsibilities in relation to child safety?		
Have applicants been provided with a copy of the child safety code of conduct?		
Have applicants been informed that selection is dependent on background checks and a current WWCC?		

Background Checks	Yes	No
Have you checked at least two forms of personal ID?		
Have you checked original documents verifying qualifications and registration?		
Have you verified VIT registration?		
Have you sighted and retained a copy of a current WWCC?		
Are there any unexplained gaps in the applicants' unemployment history?		
Have you conducted background checks using Google, Facebook and LinkedIn?		

Referee Checks
Use this table as a <i>guide</i> when conducting referee checks
Speak to at least two referees and verify that the applicant's work history is correct.
If the reference is in writing, contact the referee to verify authenticity.
Ask the referee to make a comment in relation to each of the criteria.
Ask the referee for their observations of the applicant's work with children.
Ask if the referee would employ the person again.
Ask the referee if they have any concerns whatsoever about the applicant working with children.