



PARK ORCHARDS PRIMARY SCHOOL

Child Safe Standard 4

*School staff selection, supervision and management practices
for a child safe environment*

Reviewed June- July 2018 Endorsed by School Council July 2018

INTENT OF CHILD SAFE STANDARD 4: Park Orchards Primary School (P.O.P.S.) must ensure that recruitment processes are in place to manage and reduce the risk of child abuse. In addition, processes must be in place to ensure that there are appropriate staff induction programs, staff professional development and staff supervision arrangements to ensure a child safe environment.

RECRUITMENT: At P.O.P.S. we take all reasonable steps to employ skilled people to work with children. We develop selection criteria and advertisements which clearly demonstrate our commitment to child safety and an awareness of our social and legislative responsibilities. Our organisation understands that when recruiting staff and volunteers we have ethical as well as legislative obligations.

All staff (other than teachers), are required to hold a Working with Children Check (WWCC) and to provide evidence of this Check to the Office. We carry out reference checks and police record checks to ensure that we are recruiting the right people. Reference checks include questions regarding an applicant's history with relation to child safety. Police record checks are used only for the purposes of recruitment and are discarded after the recruitment process is complete. We do retain our own records (but not the actual criminal record) if an applicant's criminal history affected our decision making process. If during the recruitment process a person's records indicate a criminal history then the applicant will be given the opportunity to provide further information.

PROBATION PERIODS: Probation periods can help you assess a new staff member's performance and suitability for the job before confirming their permanent employment. If you have any concerns about the person working with children, you should seriously consider whether you want them to remain in the job and your organisation. The length of probation periods can vary and are usually between three and six months. You should consider whether the person should receive closer supervision and additional training throughout the probation period. A probation period can offer an opportunity to set goals with new staff members and identify training, supervision and other support needs.

PROFESSIONAL DEVELOPMENT: At P.O.P.S., Unit Teams, Professional Learning Teams, School Improvement Team and School action Team contribute significantly to the school becoming a learning community. P.O.P.S fosters a culture of collaboration and collective responsibility for the development of effective teaching practices, including the implementation of Child Safe Standards.

All P.O.P.S. staff complete the DET Mandatory Reporting online module/s (every 2 years). Other Professional Development opportunities pertaining to child safety will be undertaken as deemed necessary

INDUCTION: At P.O.P.S., all new staff and volunteers (working directly with children) participate in an induction process, supported by a staff handbook that highlights our school's policies, codes, practices and procedures that govern child safety and child connected work. At the beginning of each school year, all available staff attend a briefing, where child safe standards are highlighted. All staff are informed about the P.O.P.S Code of Conduct (Child Safe Standard 3). All new staff and volunteers working with children are assigned a mentor.

SUPERVISION OF STAFF

- Mentors who have been assigned the role of supervising new staff and/or volunteers will supervise their interactions with children to ascertain their suitability for child connected work
- Mentors will report directly to the Principal before the probation period expires
- The Principal will monitor and assess the continuing suitability of all staff members or volunteers for all child connected work

RELEVANT DOCUMENTS / LINKS

- Commission for Children and Young People: [Being a Child Safe Organisation](#)
- HR Practices for a Child Safe Environment: <https://www.education.vic.gov.au/school/teachers/health/childprotection/Pages/cssfour.aspx>
- [Recruitment in Schools](#)
- Suitability for Employment information: [Policy Development and Review](#)
- [Victorian Government Gazette: Managing the Risk of Child](#)
- Victorian Registration and Qualifications Authority: [Child Safe Standards Resources](#)