



Belle Vue Primary School HUMAN RESOURCES PRACTICES (Child Safe Standard 4)

OVERVIEW

As part of the Child Safe Standards, it is important for organisations that provide services or facilities for children to have screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing staff and/or volunteers.

SCREENING

Strong recruitment and selection practices help to ensure that only the most suitable applicants are employed by Belle Vue Primary School. The following 6 requirements have been specified for schools regarding Standard 4:

- 1) each job or category of jobs for school staff that involves child connected work must have a clear statement that sets out:
 - the job's requirements, duties and responsibilities regarding child safety
 - 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 must be informed about the school's child safety practices (including the code of conduct)

School actions required to complete requirement 1 and 2 are:

- ensure that position descriptions for all new positions include the standard 'Child safe environments' clause as provided in the 'Recruitment in Schools' Guide
 - for existing staff, the school will promote and embed the Child Safety Code of Conduct in accordance with Standard 3
 - note the child safe clause that has been included for all job categories (Principal Class, Teacher, Paraprofessional and Education Support) in the Roles and Responsibilities document
 - note that the Principal Class Contract of Employment has been updated to include reference to the Standards, and all contracts offered on or after 1 August include the revised wording.
- 3) in accordance with any applicable legal requirement or school policy, the school must make reasonable efforts to gather, verify and record the following information about a person whom it proposes to engage to perform child connected work:
 - a) working with Children Check status, or similar check
 - b) proof of personal identity and any professional or other qualifications
 - c) the person's history of work involving children
 - d) references that address the person's suitability for the job and working with children

- 4) the school need not comply with the requirements in step (3) above if it has already made reasonable efforts to gather, verify and record the information set out in steps (3)(a) to (3)(d), above about a particular individual within the previous 12 months

School actions required to complete requirements 3 and 4 are:

- principals implement practices to ensure that they are satisfied an external applicant is suitable for child connected work prior to the person's employment.
 - the casual relief and school council pre-employment requirements are understood and checked
 - Ensure that current letters of offer are used (see Forms-Teaching Service page on HRWeb)
 - pre-employment requirements information on the casual relief and school council employment pages have been updated.
- 5) the school must ensure 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
 - monitoring and assessing a job occupant's continuing suitability for child connected work
- 6) the school must implement practices that enable the school governing authority to be satisfied* that people engaged in child-connected work perform appropriately in relation to child safety.

School actions required to complete requirement 6 are:

- School Councils to oversee and review Standard 4 as part of the school's Action Plan [Standard 1] and School Child Safe Environments policy [Standard 2].

TRAINING AND SUPERVISION

Belle Vue Primary School ensures that volunteers and employees who work with children have ongoing supervision, support and training so that their performance is developed and enhanced to help protect children from abuse. Staff are informed of Mandatory Reporting requirements as part of their initial, and annual, induction to the school and are provided with supporting documentation in their staff handbook. Updates take place annually as part of Staff Performance and Development. Copies of staff Mandatory Reporting certificates are collected and held by the school.

The principal, leadership team and the Welfare Co-ordinator (Child Safety Officer) understand their responsibilities. The Welfare Co-ordinator is the person who has knowledge of child safety issues, and (along with other members of the Leadership Team) may be an appropriate point of contact for others who have questions or concerns or want to report an allegation of abuse.

RATIFIED BY SCHOOL COUNCIL

DATE: 15 May 2019

Date	Version Number:	Update information	Next Review:
7 December 2016	1.0	N/A	December 2018
3 May 2019	2.0	Changes to document to include DET guidelines on screening and align document with information in Standard 1	May 2021