



CHILD SAFE STANDARD 4: CRUSOE COLLEGE SCHOOL STAFF SELECTION, SUPERVISION AND MANAGEMENT PRACTICES FOR A CHILD SAFE ENVIRONMENT

Crusoe College Human Resource practices promote a child safe school environment by ensuring that our policies and procedures for recruitment, supervision, training and managing performance follow the requirements specified in Ministerial Order No. 870.

Requirement 1. Each job or category of jobs for school staff that involves child connected work must have clear statements regarding the child safety requirements of the role and the expectations of the occupant

- The college will ensure that position descriptions for all new positions from 1 August 2016 include the standard 'Child safe environments' clause: "Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including the Child Safe Standards. The school's Child Safety Code of Conduct is available on the school's website."
- For existing staff, the school will promote and embed the Child Safety Code of Conduct in accordance with Standard 3. A staff briefing will occur as part of the annual December Professional Development program.
- The Principal Class Contract of Employment has been updated to include reference to the Standards, and all contracts offered on or after 1 August will include the revised wording.

Requirement 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).

- The college will ensure that copies of the 'CRUSOE COLLEGE Statement of Commitment to Child Safety' and 'Child Safety Code of Conduct' are provided and discussed with all applicants for positions at the college.

Requirement 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;
 - The college will verify that each person engaged to perform child connected work has a current Working with Children Check or current Victorian Institute of Teaching (VIT) registration
- b) proof of personal identity and any professional or other qualifications;
 - The college will verify and record information related proof of personal identity and qualifications of all people engaged at the school to perform child connected work
- c) the person's history of work involving children;
 - A pre-employment background check related to child safety will be carried out with the current or most recent employer in accordance with DET requirements.
- d) references that address the person's suitability for the job and working with children.

The college will ensure that during staff recruitment processes that the panel chair will ask all contacted referees about the suitability of the applicant to perform child connected work.

Requirement 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.

- As noted

Requirement 5. The school must ensure that appropriate supervision or support arrangements are in place in relation to:

a) the induction of new school staff into the school's policies, codes, practices, and procedures governing child safety and child connected work;

- The college will ensure that all new staff are provided with copies of the 'CRUSOE COLLEGE Child Safe Environment Policy' (incorporating the 'CRUSOE COLLEGE Statement of Commitment to Child Safety') and 'Child Safety Code of Conduct' and these are discussed as part of the induction process.

b) monitoring and assessing a job occupant's continuing suitability for child connected work.

- The college will follow Department of Education and Training advice on changes related to Induction and Performance and Development which are to be determined for the 2017-18 Performance and Development cycle.

Requirement 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.

- The College Council will oversee and review the college commitment to this standard as part of the annual review of the college Child Safe Environment policy.