



# GUIDELINES FOR THE RECRUITMENT OF STAFF, EDUCATORS AND VOLUNTEERS



## POLICY RATIONALE

Strong and thorough human resources practises will ensure that TeamKids have the right people working with the children at all times. It will reduce the risk of harm and deter inappropriate people from entering any of the services offered by TeamKids.

Working with a robust procedure, ensuring all personnel that enter TeamKids, will have undergone a diligent, professional and fair process. The safety of children throughout the recruitment process is paramount.

TeamKids is committed to ongoing improvement, evaluation and will adjust the recruitment process as required. Feedback will continually be sourced from schools, venues, educators, families, regulatory and other relevant professionals.

## PROCEDURES

### EDUCATORS

- All Educators that will work at any of the TeamKids services will be aligned to the values and attitudes of TeamKids. They will need to understand and comprehend children's rights and, importantly, what they would need to do to keep children safe while in care.
- Educators will need to have the regulatory required qualifications to work with children, appropriate Working with Children Check, Blue Card/Blue Card Exemption, Working with Vulnerable Persons Check or equivalent (pending state requirements) and hold all appropriate medical qualifications such as First Aid according to their hired role.
- The responsible person for each service will need to undergo appropriate Child Protection Training (pending state requirements) and provide this evidence during the recruitment and onboarding process.
- All educators would be expected to maintain all their legal requirements to ensure they are always qualified and compliant to work with children.
- Educators will also provide at least two professional referees – that includes the applicants current or most recent direct manager/Team Leader/Senior Officer

### CHILDREN

- Through ongoing discussions with children, TeamKids will continue to seek their feedback and input to empower children to be a part of the recruitment process.

### THE SERVICE

- Each service requires an educator that will align with school values, goals, and beliefs. As part of the recruitment process, TeamKids Recruitment Team will learn about the program being offered to find the best person to provide a quality program for all the children who attend the service.

## THE ENVIRONMENT

- TeamKids will ensure that the advertising for any roles reflects the Philosophy of TeamKids.
- It will also be in line with Child Safe Standards/National Principles for a Child Safe Organisation and all Education and Care Legislative requirements.
- The HR team will guarantee that both professional and formal advertising and screening will occur. Interview questions will cover all aspects of education and care (including child's health, safety, programming and interactions with school/parents) and in-depth referee questions.

## SCHOOL/VENUE AND FAMILY/COMMUNITY

- Schools/Venues will work with TeamKids (when required) to ensure that a suitable Responsible Person is recruited.
- The feedback from schools/venues in which the service is located, and community is critical for TeamKids to source the right person for the service. This also includes educators that will work at the program.
- Ongoing feedback, review and discussion will occur so that all parties are updated throughout the recruitment process and naturally in the first few weeks at the service.

## TEAMKIDS COMMITS TO THE FOLLOWING RECRUITMENT GUIDELINES:

### Preparation for Recruitment:

An explicit statement of our commitment to child safety is included in advertising and promotions whenever possible and appropriate.

- Job advertisements clearly state our commitment to being an Equal Opportunity Employer and a commitment to child safety.
- Job descriptions include a statement about commitment to maintaining a child-safe organisation and clearly outline responsibilities and accountability.
- Information sent to applicants includes a copy of the Child Protection Policy, Code of Conduct, Grievance and Complaints policy and screening procedures.
- Multiple selection techniques include:
  - › A detailed procedure of recruitment is followed at all times to ensure all elements are met.
  - › Consideration of a Criminal History Check – State Relevant, e.g., Working with Children Check (WWCC), Blue Card/Blue Card Exemption, Working With Vulnerable Persons Check or relevant Teaching Registration (VIT)(NESA)
  - › Confirmation of identity: driver's licence/passport
  - › Verification of qualifications
  - › Thorough reference checks (at least 2), including where possible, the current or most recent professional employer.

## Interview Process

- An appropriately experienced person or panel conducts them.
- Questions are behavioural based and ask the interviewee to provide examples of their past behaviour in specific situations relevant to the job.
- Questions are values-based on relationships with children, professional boundaries, resilience and motivation, teamwork, accountability and ethical dilemmas
- Questions are based on key selection criteria.
- Candidates are asked about their attitudes, aspirations and motivations.
- More details are asked for when answers are incomplete.

## Ongoing Management

- Orientation and induction cover information about values, attitudes, expectations and workplace practices in relation to maintaining a child-safe environment.
- Regular meetings are held with educators, staff and volunteers.
- A mentoring or buddy system between staff is in place.
- Training and education are provided for all staff on child safety.
- Resourcing and support are provided for all staff.
- Educators, staff and volunteers are treated with respect.

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**Information Sharing Policy No. PO-**

**Information Sharing Procedures No. PR-**