

# Croydon Community School & OPTIONS

## Employment Policy



### PURPOSE

To create a contemporary workplace and to build a culture of leadership, learning and renewal.

To ensure, through school recruitment processes, that the best available applicants are attracted, recruited, and supported to do their jobs as effectively as possible.

To ensure Croydon Community School and OPTIONS complies with DET Human Resources Workforce Management policy and guidelines.

To ensure the school creates a child safe culture consistent with Child Safe Standard 2 (Child Safe Policy) and Standard 4 (Screening, Supervision, Training and Other Human Resource Practices That Reduce the Risk of Child Abuse by new & Existing Personnel).

### SCOPE

The Department of Education and Training (DET) and School Councils have a responsibility to ensure the safety of all children and employees, and to maintain the security of assets by requiring and maintaining high standards of professional conduct from employees and volunteers.

In meeting these responsibilities the Department and School Councils must be satisfied that only those employees and volunteers who meet the highest standards of probity and suitability are employed. Such assessments may include reference or referee checks, medical assessments, qualification verification, a criminal record check and/or a Working with Children Check.

A prospective employee who is registered with the Victorian Institute of Teaching is exempt from the *Working with Children Act 2005* and does not require a WWC Check.

This policy is intended for all staff and School Council.

### DEFINITION

Child-connected work means work authorised by the school governing authority and performed by an adult in a school environment while children are present or reasonably expected to be present.

### POLICY

The safety and wellbeing of children at the school is our highest priority.

The school will ensure that its recruitment, induction and ongoing professional learning practices are rigorous in line with the Child Safe Standard 4.

### Recruitment - Screening

In regard to Recruitment, to comply with DET policy, the school will:

- ensure that position descriptions for all new positions advertised from 1 August 2016 include the standard 'Child Safe Environments' clause as provided in the 'Recruitment in Schools' Guide November 2018
- implement practices to ensure that the Principal is satisfied an external applicant is suitable for child-connected work prior to the person commencing employment
- ensure that current letters of offer available on HRWeb are used
- identify the actions the school proposes to take to promote and embed the school's Child Safety Code of Conduct

### 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 school will ensure that position descriptions for all new positions include the standard 'Child Safe Environments' clause as provided in the 'Recruitment in Schools' Guide November 2018

Please note that the Principal Class Contract of Employment has been updated to include reference to the Child Safe Standards, and all contracts offered on or after 1 August 2016 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).

### Requirement 3:

In accordance with any applicable legal requirement or school policy, the school must make reasonable efforts to gather, verify and record information about a person whom it proposes to engage to perform child connected work.

The school will:

- implement practices to ensure that they are satisfied an external applicant is suitable for child connected work prior to the person's employment
- ensure 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)

### 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 about a particular individual within the previous 12 months.

### Requirement 5:

The school will ensure that appropriate supervision or support arrangements are in place in relation to induction and continuing suitability for child connected work.

### Requirement 6:

The school will 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 school will ensure that a number of mandatory requirements outlined in legislation, orders made under that legislation, and industrial instruments will be cross referenced where relevant.

The school will develop selection criteria and advertisements which clearly demonstrate a strong commitment to child safety and an awareness of our social and legislative responsibilities.

The school will actively encourage applications from Aboriginal people, people from culturally and/or linguistically diverse backgrounds and people with a disability.

All staff must hold or apply for a Working with Children Check and to provide evidence of this Check. The Principal may request a criminal records check.

The school will meet the consultative requirements under both the Victorian Government Schools Agreement 2017 in relation to matters involving the long-term planning and operation of the school including the development of workforce plans and the composition of selection panels.

Unless otherwise agreed between the Principal and a teacher, a teacher will be in attendance for a minimum of seven hours daily commencing no less than ten minutes before the morning pupil instructional session.

Unless otherwise agreed through the consultative arrangements, a schedule of meetings will be drawn up for the school year, using the consultative arrangements, which may require teachers to attend meetings of up to two hours per week in addition to the minimum of seven hours daily attendance, provided that where the meeting is a staff meeting it will be held adjacent to the normal school day and normally will be no longer than one hour.

When scheduling meetings and other duties, the Principal will be cognisant of the workload implications.

A teacher may be required to carry out other duties for up to one hour in addition to the attendance requirements set out above subject to prior consultation and mutual agreement as to the time, date and type of duties to be undertaken.

Within the daily hours of attendance, a teacher is entitled to a paid lunch period of not less than thirty minutes free from assigned duties.

An employee may request a flexible work arrangement to assist them to balance their work and life/family commitments. Requests will be assessed by the Principal on a case-by-case basis taking into account legislative requirements and the needs of both the employee and the workplace.

The school will support the induction of new teachers by being explicit about the values and expectations that inform and reflect the behaviours and practices of staff within this school.

## FURTHER INFORMATION AND RESOURCES

References:

<https://www.education.vic.gov.au/hrweb/Pages/default.aspx>

[www.education.vic.gov.au/hrweb/employcond/Pages/crimcheck.aspx](http://www.education.vic.gov.au/hrweb/employcond/Pages/crimcheck.aspx)

[www.education.vic.gov.au/hrweb/employcond/Pages/certagree.aspx](http://www.education.vic.gov.au/hrweb/employcond/Pages/certagree.aspx)

[www.education.vic.gov.au/hrweb/employcond/Pages/conduct.aspx](http://www.education.vic.gov.au/hrweb/employcond/Pages/conduct.aspx)

[www.education.vic.gov.au/hrweb/employcond/Pages/legislat.aspx](http://www.education.vic.gov.au/hrweb/employcond/Pages/legislat.aspx)

<https://www2.education.vic.gov.au/pal/suitability-employment-checks/overview>

[Recruitment in Schools](#)

[Suitability for Employment](#)

Please refer to the school's:

- Child Safe Policies
- Procedures for Recording and Verifying WWC (Suitability) Checks and VIT Registration Policy
- Staff Code of Conduct Policy
- Working with Children (Suitability) Checks – Staff Policy

## REVIEW CYCLE

This policy, last updated 1<sup>st</sup> September 2020 and will be reviewed annually or if DET guidelines change