



Child Safe Standard 6 – Suitable Staff and Volunteers

This summary should be read in conjunction with the full policy on the school's Policy Connect platform.

Overview

<https://mansfieldrudolfsteiner.policyconnect.com.au/module/262/page/abf85fc6-1670-4cec-bd55-f4ec61d4b921.md>

Child Safe Recruitment, Screening, and Suitability Assessment

<https://mansfieldrudolfsteiner.policyconnect.com.au/module/262/page/63509c63-0993-47a4-ad1e-6635560bb38e.md>

Working with Children Checks

<https://mansfieldrudolfsteiner.policyconnect.com.au/module/262/page/b9aa48e7-05d3-47a4-90c4-cd847303b67b.md>

Child Safe Training, Supervision, Performance Monitoring and Professional Development

<https://mansfieldrudolfsteiner.policyconnect.com.au/module/262/page/22cb6fcf-ac52-4679-a385-0ec9c4e4cf9e.md>

Disciplinary Actions (Child Safe)

<https://mansfieldrudolfsteiner.policyconnect.com.au/module/262/page/2ec8fcac-c003-4222-b06e-866817763c31.md>

The following summary is expanded on in our Policy Connect policy platform. Staff should consult this for more detail and guidance on our processes for ensuring the employment of appropriate staff.

The policy and actions described are related to child-safe recruitment, screening, and suitability assessment in an organization. The policy emphasizes the importance of promoting child safety and well-being through effective recruitment and selection processes, supervision and training, and performance management of staff, volunteers, and contractors. The Ministerial Order 1359 outlines specific requirements for recruitment advertisements, informing applicants about child safety practices, and collecting relevant information for child-related work.

The key definitions provided include:

1. Child-Connected Work: Work performed by an adult in a school environment while children are present or reasonably expected to be present. It encompasses all staff members, many volunteers, and contractors.
2. Child-Related Work: Work involving direct contact with children, usually performed by staff, volunteers, or contractors at or for the school.



3. School Staff: Individuals working in a school environment directly engaged or employed by a school governing authority, contracted service providers, or associated with the school as religious leaders or employees of religious bodies.

The practices of Mansfield Steiner School align with the policy and include:

1. Acknowledgment of Child Safe Policy and Code of Conduct: All new staff, direct contact volunteers, and "child-connected" regular volunteers/contractors must acknowledge and read the Child Safe Policy and Code of Conduct.
2. Suitability Assessment for Potential Staff and Contractors: The school utilizes a range of screening procedures beyond criminal background checks, such as identity verification, qualification verification, work history examination, reference checks, and values-based interviewing.
3. Recruitment Record Keeping: The school maintains recruitment records for staff and engagement records for volunteers/contractors, including applications, identification verification documents, interview notes, and reference checks.
4. Employment Advertising: Job advertisements and employment packages clearly state the commitment to child safety.
5. Position Descriptions: Clear job descriptions and duty statements are developed for child-connected staff roles, direct contact contractor roles, and volunteer roles, including expectations related to child safety.
6. Identity Checks: The school verifies the identity of staff and contractor applicants using the Victorian Institute of Teaching's Identity Verification Documents.
7. Selection Criteria and Values-Based Interviewing: The school utilizes formal selection criteria and values-based interviewing to assess applicants' suitability, focusing on motivation, understanding of child safety measures, and values.
8. Verification of Qualifications and Reference Checks: The school checks applicants' professional qualifications, work history, and conducts reference checks to ensure accuracy and assess suitability.

The policy and procedures aim to create a safe and supportive environment for students by selecting appropriate individuals, discouraging unsuitable people from working in the school, and implementing thorough screening and assessment measures.

Review date June 2023 Glenn Hood – Sent to GC June 2023

Next review June 2024