



## Broadmeadows Valley Primary School

### HUMAN RESOURCES

Child Safety Standard 4

Human resources practices, that reduce the risk of child abuse by new and existing personnel, will be in place at Broadmeadows Valley Primary school for the screening, supervision and training of staff.

#### **RATIONALE:**

To ensure that recruitment processes are in place to manage and reduce the risk of child abuse. In addition, processes must be in place to ensure that there are appropriate staff induction programs, staff professional development and staff supervision arrangements to ensure a child safe environment in accordance with Clause 10 of Ministerial Order No. 870.

#### **IMPLEMENTATION OF CLAUSE 10**

1. Subject to the requirements of the *Education and Training Reform Act 2006*, the Principal must ensure that the school implements practices for a child-safe environment in accordance with this clause.
2. Each job or category of jobs for school staff that involves child connected work must have a clear statement that sets out:
  - a. the job's requirements, duties and responsibilities regarding child safety ; and
  - b. the job occupant's essential or relevant qualifications, experience and attributes in relation to child safety .
3. All applicants for jobs that involve child connected work for Broadmeadows Valley Primary school must be informed about the school's child safety practices (including the code of conduct).
4. In accordance with any applicable legal requirement or school policy, Broadmeadows Valley Primary school will 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; and
  - d. references that address the person's suitability for the job and working with children.
5. (5) The school need not comply with the requirements in clause (4), above if it has already made reasonable efforts to gather, verify and record the information set out in clauses (4)(a) to (4)(d), above about a particular individual within the previous 12 months.
6. Broadmeadows Valley Primary school will 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 ; and
  - b. monitoring and assessing a job occupant's continuing suitability for child connected work.
7. Broadmeadows Valley Primary school will implement practices that enable the School Council to be satisfied that people engaged in child-connected work perform appropriately in relation to child safety.

Explanatory note: To be 'satisfied', it is not necessary that the school governing authority make each decision about the selection and supervision of school staff engaged in child-connected work. The school governing authority needs to be satisfied about the appropriateness of the school's arrangements that would regulate or guide other people who make such decisions for or on behalf of the school about child safety matters and child-connected work.

**Evaluation:**

This policy will be reviewed every three years and following significant incidents if they occur. We will ensure that families and children have the opportunity to contribute. Where possible we do our best to work with local Aboriginal communities, culturally and/or linguistically diverse communities and people with a disability.
The policy will be next reviewed 2019

This policy was adopted at the School Council meeting held at Broadmeadows Valley Primary School on

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\_\_\_\_\_, 2016  
**Ratified on (Date)**

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**School Council President – Raymond Drew**

