Daylesford Secondary College No. 7115

HR Policy and Procedures
(2016)

PURPOSE
Daylesford Secondary College will ensure that all aspects of Human Resources procedures align with the legislative requirements as well as the various policies and procedures of the Department of Education and Training. In particular, recruitment and staff management procedures will align with the Child Safe Standards.

RECRUITMENT
We take all reasonable steps to employ skilled people to work with children. We develop selection criteria and advertisements which clearly demonstrate our commitment to child safety and an awareness of our social and legislative responsibilities.

Our school understands that when recruiting staff and volunteers we have ethical as well as legislative obligations.

We encourage applications from Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds and people with a disability.

All people engaged in child-related work, including volunteers, are required to hold a Working with Children Check and to provide evidence of this Check.

We carry out reference checks and police record checks to ensure that we are recruiting the right people. Police record checks are used only for the purposes of recruitment and are discarded after the recruitment process is complete.

If during the recruitment process a person’s records indicate a criminal history then the person will be given the opportunity to provide further information and context.

CHILD SAFETY OFFICER
A Child Safety Officer will be appointed with specific ‘child-safe’ duties as listed in our school’s Jobs of Responsibility.

The Child Safety Officer will provide a single contact for children, parents and staff and volunteers to seek advice and support regarding the safety and wellbeing of children associated with our school.

INDUCTION & TRAINING
Staff will receive induction (see induction policy & procedures) and ongoing training (see professional learning policy) in Child Safe policies, procedures, duty of care and expectations around implementation of our Child Safe Standards. Induction and training will reduce staff and volunteer exposure to risk.

Training should include:

- Identifying, assessing and reducing or removing child abuse risks
- Details on our policies and procedures (including the code of conduct and child safe policy)
• Legislative requirements, such as obligations to report child abuse\(^1\), reduce and remove known risks of child abuse\(^2\), and to hold Working with Children Checks\(^3\) where required
• How to handle a disclosure or suspicion of abuse, including your organisation’s reporting guidelines
• Cultural awareness training.

Training can be formal such as:
• Higher education training and accreditation
• Training offered by external organisations
• Training developed and delivered internally
• On-the-job training meeting key objectives.

Training can also be informal such as:
• Inviting other professionals to speak at meetings or functions
• Inviting local Aboriginal Elders, Aboriginal community controlled organisations and community members to speak at meetings and events
• Inviting local culturally and/or linguistically diverse community members to speak at meetings and events
• Internal mentoring and coaching.

**Supervision of Staff**

Supervision of staff and volunteers will be managed in a way that protects children from abuse and improves accountability and performance, without being onerous or heavy-handed. New employees and volunteers will be supervised regularly to ensure they understand their role and learn skills, as well as to check that their behaviour towards children is appropriate. Any warning signs will be reported through appropriate channels, initially to the Child Safety Officer then, if appropriate, to the Principal.

**Breach of Student Safe Duty of Care**

If a breach of duty of care occurs, the DE&T disciplinary procedures will be followed.

**Policy Review**

This policy will be reviewed as part of the school’s three-year review cycle.

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\(^1\) The failure to disclose criminal offence requires adults in Victoria to report to police a reasonable belief that a sexual offence has been committed against a child (unless they have a reasonable excuse for not doing so). More information about failure to disclose is available on the Department of Justice and Regulation website [www.justice.vic.gov.au/home/safer-communities/protecting-children-and-families/failure-to-disclose-offence](http://www.justice.vic.gov.au/home/safer-communities/protecting-children-and-families/failure-to-disclose-offence).

Failure to disclose does not change mandatory reporting obligations. Certain professionals are mandatory reporters, meaning they are required to report to the Department of Health and Human Services if they believe on reasonable grounds that a child is in need of protection from physical and sexual abuse. More information about mandatory reporting is available in the [Child protection manual](http://www.dhs.vic.gov.au/cpmanual/intake/overview-of-intake-of-reports-under-the-children-youth-and-families-act/1122-mandatory-and-other-required-reporting).


\(^3\) For more information about Working with Children checks visit the working with children website [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au).