



HIRE OF STAFF POLICY

Version	5.0
Short description	
Authority	School Leadership Group
Approval Date:	October 2021
Responsible staff member	Business Manager

Related legislation	VRQA Child Safe Standards None
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Purpose
1.1

All applicants for child-connected work at the School are informed about these requirements and the School's child protection practices prior to commencing work at the School. Applicants are advised that before completing an application it is essential that they have read ca-2.9 (oanf)-13.2 ulil the(c)-8.1 (o)-12.2 (i)-7.57(048.0 sri48.9 nd-0.6 g

- Non-teaching staff:
 - Current Working with Children Check,
 - original academic transcripts or qualifications confirming qualifications and or registrations
 - at least two forms of personal identification e.g. driver's license, passport,
 - evidence of current COVID-19 vaccination
- satisfactory completion of all modules of the school's child safety child protection training programme and at least annually thereafter.

Communications

- 5.1 Throughout the appointment process, the Human Resources Manager will be responsible for communications with the candidates.
- 5.2 The head of the interview panel will contact the successful candidate to advise of the appointment.
- 5.3 The Human Resources Manager will contact all unsuccessful candidates in writing and advise them accordingly.

Appointments

- 6.1 Following the verbal appointment of the successful candidate, the Human Resources Manager will send a formal letter of offer, including an acceptance section for signature and return. Copies of letters sent will be provided to the Business Manager.
- 6.2 The Business Manager will be responsible for ensuring template letters of offer are up to date and comply with legislative obligations.
- 6.3 The Human Resources Manager will follow up the return of acceptance of offers and confirm acceptances to the interview panel, Business Manager and payroll office.

Commencement

- 7.1 Upon commencement, the Human Resources Manager will ensure the appointment checklist has been completed, including the appointment of a mentor, an orientation package distributed and appropriate data entered in the Human Resources Module of *Synergetic*.
- 7.2 The Human Resources Manager will ensure the appointee's identity is confirmed, together with the currency of Victorian Institute of Teaching (VIT) registration or Working With Children (WWC) card.

Application to Direct Contact Volunteers

All Direct Contact Volunteers must have a valid WWC clearance, unless they are exempt. For more information, refer to Working with Children Checks.

With the exception of parents/carers volunteering in an activity that their child is participating in, Direct Contact Volunteers may undergo the following additional screening (or modified versions of it, depending on their role) prior to their engagement by the School:

- personal identity verification and background checking
- verification of professional and other qualifications if relevant to their role
- an examination of their history of child-connected work
- reference checking that addresses the person's suitability for the job and working with children.

In line with GVGS's risk-based approach to child safety and protection, where parent volunteers are volunteering at large off-site activities, such as overnight excursions or camps, GVGS requires that these parent volunteers have a WWC clearance as a matter of best practice.

