

## **Recruitment, Selection and Appointment Policy**

### **Quality Area 4**

#### **Purpose**

Bethany Kindergarten Services (BKS) is committed to providing high quality kindergarten programs to our community and achieving positive educational outcomes for children attending BKS services.

BKS is committed to acquiring high performing, quality applicants who match the technical competencies and values of the organisation, the workplace and the role.

This policy and related procedures are designed to ensure that recruitment, selection and appointment processes are fair, consistent, appropriate and free from discrimination or bias.

#### **Scope**

This policy applies to the recruitment of all paid representatives of BKS.

#### **BKS Statement of Commitment to Child Safety**

BKS is committed to child safety. We want children to be safe, happy and empowered. We have zero tolerance of child abuse. We understand our legal and moral obligations to treat concerns seriously and report allegations, safety and wellbeing concerns to authorities. We are committed to the cultural safety of all children including Aboriginal children, children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

#### **Policy**

BKS will:

- Use a merit based approach to employ the most suitable applicant for all vacant positions.
- Be an equal opportunity employer, and be committed to providing a work environment free from harassment and discrimination.
- Comply with all the 2015 Victorian Child Safe Standards, specifically principle seven “engage only the most suitable people to work with children and have high quality staff and volunteer supervision and professional development”.
- Acknowledge that the recruitment of our organisation’s employees and volunteers is the first step in protecting children and young people and is a fundamental domain of a Child Safe organisation. Where applicable, human resource policies, procedures and processes are required to address Child Safe Organisation Principles.
- Ensure commitment to Aboriginal and Torres Strait Islander staff, student and volunteer’s participation across the organisation.
- Conduct all recruitment, selection and appointment activities with due regard to privacy and confidentiality.

## Definitions

**Equal Employment Opportunity-** under the *Equal Opportunity Act (2010)*, it is against the law to discriminate against a person on the basis of a protected attribute as defined in the act.

**Merit Based-** a decision based assessment free of discrimination and based on a person's knowledge, skills, capabilities, qualifications, attitude, aptitude and values and other qualities relevant to the position and in accordance with Equal Employment Opportunity legislation.

**Protected Attributes-** protected attributes are personal characteristics that people may have and are currently defined as:

Age	Gender identity	Parental status	Race (color,
Breastfee	Industrial activity	Physical	Religious belief
Carer	Lawful sexual	Political beliefs	Sex/Gender
Employment Activity	Marital status	Pregnancy	Sexual orientation

Association with someone who has, or is assumed to have, any of these personal characteristics.

**Recruiting Manager-** the person responsible for initiating the recruitment and is primarily responsible for the recruitment and selection of filling the vacancy. Under most circumstances the Recruiting Manager is the chair of the interview panel, unless otherwise appointed.

**EOI-** Expression of Interest.

**PD-** Position Description.

**DET** – Department of Education and Training.

**DHHS-** Department of Health and Human Services.

**QIP-** Quality Innovation Performance.

## Responsibilities

The **BKS CEO** has overarching responsibility for this policy.

The **BKS Workforce and Service Development Manager** is responsible for maintaining this policy, procedure and associated documents.

The **HR Team** are responsible for:

- Ensuring Recruiting Managers are aware of their responsibilities in the recruitment and selection process.
- Providing Recruiting Managers continuous support and guidance in regards to recruitment and selection issues.

All **staff** that supervise others are responsible for:

- Complying with this policy and procedure.
- Identifying, authorising and maintaining staff levels within their programs.

- Ensuring all roles have current and consistent position descriptions that specify role requirements, responsibilities and key selection criteria.

## **Policy Application**

Specific procedures apply to the recruitment selection and appointment of paid and unpaid representatives or the organisation.

## **Legislation and Standards**

Relevant legislation and standards include but are not limited to:

*Children, Youth and Families Act 2005 (Vic)*

*Child Safety and Wellbeing Act 2005 (Vic)*

*Charter of Human Rights and Responsibilities Act 2006 (Vic)*

*Child Safe Standards (Vic)*

*Crimes Amendment (Protection of Children) Act 2014 (Vic)*

*Education and Care Services National Law Act 2010 (Vic): Sections 165, 166, 167*

*Education and Care Services National Regulations 2011 (Vic): Regulations 84, 85, 86, 99, 100, 101, 102, 168(2)(h)*

*Education Training and Reform Act 2006 (Vic) (As amended in 2014)*

*Family Law Act 1975 (Cth)*

*National Quality Standard, Quality Area 2: Children's Health and Safety*

a. Standard 2.3: Each child is protected

- i. Element 2.3.4: Educators, co-ordinators and staff members are aware of their roles and responsibilities to respond to every child at risk of abuse and neglect

*Working with Children Act 2005 (Vic)*

*Working with Children Regulations 2006 (Vic)*

## **Related BKS Policies**

*Child Safe Policy*

*Screening and management of contractors, volunteers and students Procedure*

*Responding to Disclosures, allegations and suspicions of Abuse Policy and Procedure*

*Recruitment, Selection and Appointment Procedure*

*Acceptance and Refusal of Authorisations Policy*

*Child Safe Environment Policy*

*Code of Conduct Policy*

*Complaints and Grievances Policy*

*Delivery and Collection of Children Policy*

*Incident, Injury, Trauma and Illness Policy*

*Inclusion and Equity Policy*

*Interactions with Children Policy*

*Participation of Volunteers and Students Policy*

*Privacy and Confidentiality Policy*

*Supervision of Children Policy*

**Related Documents**

BKS Staff Recruitment, Selection and Appointment Procedure.

**Appendices**

Nil