



## **Staff Recruitment and Professional Learning Policy**

*(Ratified by School Council November 2017)*

### **1. PURPOSE:**

As a Victorian Government school, Upwey South Primary School must comply with the Department of Education and Training's (DET) human resources policies and practices.

The Department's Human Resources (HRWeb) website provides schools with access to a wide range of information and support services including:

- careers and recruitment including reference checking
- diversity and equity
- employment conditions
- professional development
- safety, health and wellbeing
- workforce management.

The Human Resource website can be accessed at:

<http://www.education.vic.gov.au/school/principals/spag/hr/pages/hr.aspx>

### **2. GUIDELINES**

#### ***2.1 Internal Recruitment and Curriculum Ideals***

Research has demonstrated that the employment of appropriately qualified staff in schools is a key contributor to the delivery of quality programs and better learning outcomes for students. *“Those with higher qualification levels and standards of training are better equipped to provide improved learning environments and mentor educators in quality practices, leading to better outcomes for children”* (Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011).

The Victorian Government has acknowledged this by legislating minimum qualification requirements for all educators working in schools being four years of training which can comprise of:

- Bachelor of Education (4 year degree) or
- An undergraduate degree (3 year degree) followed by a Diploma or Masters of Education.

The school's recruitment model is that all vacancies be advertised through the DET portal [Recruitment Online](#) and list a school profile, contact information and key selection criteria.

This recruitment model is applicable to all staff employed by the school, including those in the principal class, teachers and educational support staff.

### **3. IMPLEMENTATION**

#### **3.1 *Staff Professional Learning***

The development of Upwey South Primary School's staff is paramount to our school's focus upon continuous improvement. All teaching staff are entitled to four days of Professional Practice as per the [Victorian Government Schools Agreement 2017- Section 12](#).

From the beginning of 2018, all staff are expected to hold a Level II First Aid Qualification (or higher) and undergo yearly Anaphylaxis and CPR training as part of the school's ongoing professional learning program.

Upon joining the school staff undergo an induction program which includes both curriculum and professional knowledge.

All staff are expected to complete the extensive professional learning provided by the school, undertake collegiate visits within and beyond the school, and are strongly encouraged to continue professional reading and further study.

All members of the School Executive and Leadership Teams receive professional coaching and undertake an extensive leadership development program above the professional learning provided by the School.

All School Strategic Plan (Curriculum) team leaders also receive professional coaching as a means of assisting the development of their portfolio and leadership skills.

#### **3.2 *Registration of Teacher***

A registration of all teachers employed by the school is kept on file, including VIT registration number and category of registration.

#### **3.3 *Child Safe Practices***

In accordance with [Clause 10- Ministerial Order No. 870- Child Safe Standards -Managing the risk of child abuse in Schools section 4.3.1\(6\)\(d\) of the Education and Training Reform Act 2006](#) all staff employed by the school are to adhere to Upwey South Primary School's:

- Child Safe Policy
- Child Safe Code of Conduct
- Commitment to Child Safety

### 3.4 Child Safe Training and Induction

Training and education is an important tool to help people understand that child safety is everyone's responsibility. Employees and volunteers (in addition to parents/guardians and children) need to be supported to discuss child protection issues and to detect signs of potential child abuse.

Staff at Upwey South Primary School receive induction and ongoing training. New staff require support and information when they begin their new role, and existing staff need to develop new skills and knowledge to meet the requirements of their positions and expand their career options.

Training and support also promotes an awareness of the appropriate standards of care required to be met by employees and volunteers to ensure that the organisation meets its duty of care when providing services to children.

It is essential that Upwey South Primary School staff commit to promoting the safety and wellbeing of children. Training should enhance the skills and knowledge of employees and volunteers, and reduce exposure to risks.

Employees and volunteers working with children should receive training in the following areas:

- a) identifying, assessing and reducing or removing child abuse risks
- b) your organisation's policies and procedures (including the code of conduct and child safe policy)
- c) legislative requirements, such as obligations to report child abuse<sup>1</sup>, reduce and remove known risks of child abuse<sup>2</sup>, and to hold Working with Children Checks<sup>3</sup> where required
- d) how to handle a disclosure or suspicion of abuse, including reporting guidelines
- e) cultural awareness training.

Training can be formal such as:

- a) higher education training and accreditation
- b) training offered by external organisations
- c) training developed and delivered internally
- d) on-the-job training meeting key objectives.

Training can also be informal such as:

- a) inviting other professionals to speak at meetings or functions
- b) inviting local Aboriginal Elders, Aboriginal community controlled organisations and community members to speak at meetings and events
- c) inviting local culturally and/or linguistically diverse community members to speak at meetings and events
- d) internal mentoring and coaching.

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<sup>1</sup> 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](http://www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+disclose+offence) 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](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) is available in the *Child protection manual* <[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](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)>.

<sup>2</sup> The failure to protect criminal offence applies to people within organisations who knew of a substantial risk of child sexual abuse by someone in the organisation and had the authority to reduce or remove the risk, but negligently failed to do so. More information about [failure to protect](http://www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+protect+offence) is available on the Department of Justice and Regulation website <[www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+protect+offence](http://www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+protect+offence)>.

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

#### **4. RELATED LEGISLATION**

Working With Children Act 2005

[Clause 10- Ministerial Order No. 870- Child Safe Standards -Managing the risk of child abuse in Schools section 4.3.1\(6\)\(d\) of the Education and Training Reform Act 2006](#)

#### **5. RELATED POLICIES**

Child Safe Code of Conduct

Commitment to Child Safety

Student Engagement and Wellbeing Policy

Duty of Care Policy

Equal Opportunity, Discrimination and Harassment Policy

Mandatory Reporting Policy

Merit and Equity Policy

Program for Students with Disabilities Policy

Raising Concerns or Complaints Policy

Volunteers and Visitors Policy

Working With Children Policy

#### **6. POLICY EVALUATION:**

Evaluation will be conducted every two years by the Educational Policies Subcommittee.

#### **7. DUE DATE FOR REVIEW:**

This policy is due to be reviewed in November 2019.