

EMPLOYMENT POLICY

Rationale

- The Department of Education and Training (the Department) and School Councils have a responsibility to ensure the safety of all children and employees, and to maintain the security of assets by requiring and maintaining high standards of professional conduct from employees and volunteers.
- In meeting these responsibilities the Department and School Councils must be satisfied that only those employees and volunteers who meet the highest standards of probity and suitability are employed. Such assessments may include reference or referee checks, medical assessments, qualification verification, a criminal record check and/or a Working with Children Check.
- Verification of suitability for employment is assisted by ensuring the employment of new school based employees proceeds in accordance with legislative obligations pursuant to the *Working with Children Act 2005* (for non-teaching employees and volunteers), and to the *Education and Training Reform Act 2006* Part 2.6 Victorian Institute of Teaching (for principals and teachers).
- The authority for the policy and procedures is Ministerial Order 199 - which applies to the principal class, teacher class, and education support class employed by the Department, and Ministerial Order 200 for all non-teaching staff and casual relief teachers employed by School Council.
- Employees in the principal class, teacher class and paraprofessional class are employed pursuant to the *Education and Training Reform Act 2006* and are required to have valid and current registration with the Victorian Institute of Teaching as a condition of employment.
- A prospective employee who is registered with the Victorian Institute of Teaching is exempt from the *Working with Children Act 2005* and does not require a WWC Check.
- Principals are required to sight a prospective employee's Victorian Institute of Teaching registration card to determine whether a criminal record check has been conducted by the Victorian Institute of Teaching. The letters CRC will appear on their registration card. They will not be required to undergo a criminal record check conducted by the Department.
- Education support class employees must demonstrate their suitability for employment by providing evidence of a WWC Check and Assessment Notice.
- Principals and managers are requested to sight and retain a record of the employee's WWC Check unique number. This number is recorded on eduPay.
- It is an offence under the Act to engage in 'child-related work' without a current WWC Check. Penalties will apply to both the employer and employee.
- Clause 3.2.3 of Ministerial Order 199 provides that any position that usually involves, or is
- Northcote Primary School takes all reasonable steps to employ skilled people to work with children.
- The conditions of employment for Teaching Service employees are set out in Part 2.4 of the *Education and Training Reform Act 2006*, Regulations and Ministerial Order 199 made under that Act and the Victorian Government Schools Agreement July 2013.
- The Principal has the delegated authority and responsibility within the context of a legislative framework to manage the recruitment of staff as vacancies arise.
- The *Recruitment in Schools Guide* October 2017 brings together the key aspects of recruitment policy and other Human Resources policies to assist the College in the recruitment, transfer and promotion of staff to meet both the short and long term needs, and the professional learning needs and career aspirations of staff. These policy and procedures outlined apply to all Teaching Service positions other than principal positions.
- The *Guide*, which is available below, provides comprehensive policy and information concerning recruitment in schools including the following:
 - Preferred staffing profile

- Vacancy management
- Advertising vacancies
- Staff with priority status
- Selection
- Qualifications
- Employment, promotion or transfer
- Review/grievance
- Northcote Primary School recognises the importance of flexible work arrangements and family friendly work practices in maintaining a diverse, adaptive and high performing workforce.

Purpose

- To create a contemporary workplace and to build a culture of leadership, learning and renewal.
- To ensure, through school recruitment processes the best available applicants are attracted, recruited, and supported to do their jobs as effectively as possible.
- To ensure Northcote Primary School complies with DET Human Resources Workforce Management policy and guidelines.
- To ensure Northcote Primary School creates a child safe culture consistent with Child Safe Standard 2 (Child Safe Policy) and Standard 4 (Screening, Supervision, Training and Other Human Resource Practices That Reduce the Risk of Child Abuse by new & Existing Personnel).

Definition

Child-connected work means work authorised by Northcote Primary School governing authority and performed by an adult in a school environment while children are present or reasonably expected to be present.

Implementation

- The safety and wellbeing of children at Northcote Primary School is our highest priority.
- Northcote Primary School will ensure that its recruitment, induction and ongoing professional learning practices are rigorous in line with the Child Safe Standard 4.

Recruitment - Screening

In regard to Recruitment, to comply with DET policy, Northcote Primary School will:

- ensure that position descriptions for all new positions advertised from 1 August 2016 include the standard 'Child Safe Environments' clause as provided in the 'Recruitment in Schools' Guide July 2017
- implement practices to ensure that the Principal is satisfied an external applicant is suitable for child-connected work prior to the person commencing employment
- ensure that current letters of offer available on HRWeb are used
- identify the actions Northcote Primary School proposes to take to promote and embed Northcote Primary School's Child Safety Code of Conduct

Requirement 1:

Each job or category of jobs for school staff that involves child connected work must have clear statements regarding the child safety requirements of the role and the expectations of the occupant.

Northcote Primary School will:

- ensure that position descriptions for all new positions include the standard 'Child safe environments' clause as provided in the 'Recruitment in Schools' Guide July 2017
Please note that the Principal Class Contract of Employment has been updated to include reference to the Child Safe Standards, and all contracts offered on or after 1 August 2016 include the revised wording.

Requirement 2:

All applicants for jobs that involve child connected work for Northcote Primary School must be informed about Northcote Primary School's child safety practices (including the Code of Conduct).

Actions as above apply

Requirement 3:

In accordance with any applicable legal requirement or school policy, Northcote Primary School must make reasonable efforts to gather, verify and record information about a person whom it proposes to engage to perform child connected work.

Northcote Primary School will:

- implement practices to ensure that they are satisfied an external applicant is suitable for child connected work prior to the person's employment
- ensure the casual relief and School Council pre-employment requirements are understood and checked
- ensure that current letters of offer are used (see Forms-Teaching Service page on HRWeb)

Requirement 4:

Northcote Primary School need not comply with the requirements in Step (3) above if it has already made reasonable efforts to gather, verify and record the information about a particular individual within the previous 12 months.

Requirement 5:

Northcote Primary School will ensure that appropriate supervision or support arrangements are in place in relation to induction and continuing suitability for child connected work.

Requirement 6:

Northcote Primary School will implement practices that enable Northcote Primary School governing authority to be satisfied that people engaged in child-connected work perform appropriately in relation to child safety.

- Northcote Primary School will ensure that a number of mandatory requirements outlined in legislation, orders made under that legislation, and industrial instruments will be cross referenced where relevant.
- Northcote Primary School will develop selection criteria and advertisements which clearly demonstrate a strong commitment to child safety and an awareness of our social and legislative responsibilities.
- Northcote Primary School will actively encourage applications from Aboriginal people, people from culturally and/or linguistically diverse backgrounds and people with a disability.
- All staff must hold or apply for a Working with Children (Suitability) Check and to provide evidence of this Check. The Principal may request a criminal records check.

- Northcote Primary School will meet the consultative requirements under both the Victorian Government Schools Agreement July 2013 in relation to matters involving the long-term planning and operation of Northcote Primary School including the development of workforce plans and the composition of selection panels.
- Unless otherwise agreed between the Principal and a teacher, a teacher will be in attendance for a minimum of seven hours daily commencing no less than ten minutes before the morning pupil instructional session.
- Unless otherwise agreed through the consultative arrangements, a schedule of meetings will be drawn up for Northcote Primary School year, using the consultative arrangements, which may require teachers to attend meetings of up to two hours per week in addition to the minimum of seven hours daily attendance, provided that where the meeting is a staff meeting it will be held adjacent to the normal school day and normally will be no longer than one hour.
- When scheduling meetings and other duties, the Principal will be cognisant of the workload implications.
- A teacher may be required to carry out other duties for up to one hour in addition to the attendance requirements set out above subject to prior consultation and mutual agreement as to the time, date and type of duties to be undertaken.
- Within the daily hours of attendance, a teacher is entitled to a paid lunch period of not less than thirty minutes free from assigned duties.
- An employee may request a flexible work arrangement to assist them to balance their work and life/family commitments. Requests will be assessed by the Principal on a case-by-case basis taking into account legislative requirements and the needs of both the employee and the workplace.
- Northcote Primary School will support the induction of new teachers by being explicit about the values and expectations that inform and reflect the behaviours and practices of staff within this school.
- Please refer to the *Child Safe Policy*, the *Working with Children (Suitability) Checks – Staff Policy*, the *Staff Code of Conduct Policy* and the Child Safe Standards.

Evaluation

- This policy will be reviewed annually or if guidelines change (latest DET update mid-May 2018 in relation to Child Safe Standard 4).

NPS School Council ratified this policy on the 5th December 2018

References:

www.education.vic.gov.au/school/principals/spag/hr/pages/hr.aspx

www.education.vic.gov.au/hrweb/employcond/Pages/crimcheck.aspx

www.education.vic.gov.au/hrweb/employcond/Pages/certagree.aspx

www.education.vic.gov.au/hrweb/employcond/Pages/conduct.aspx

www.education.vic.gov.au/hrweb/employcond/Pages/legislat.aspx

and

Suitability for Employment Policy (Manual) 01 August 2017

Recruitment in Schools Guide 09 October 2017

