

<b>POLICY/PROCEDURE NAME &amp; REVIEW PROCESS</b>	<p><b>STAFF RECRUITMENT POLICY</b></p> <p>This policy and procedure have been created to provide our stakeholders with clear guidelines and transparency to our practices and procedures.</p> <p>We welcome feedback and input from all our stakeholders at any time, and this policy is subject to review based on feedback or due date of annual review.</p>
<b>NATIONAL QUALITY STANDARD</b>	<p><b>QUALITY AREA 4- STAFFING ARRANGEMENTS</b></p> <p>4.1.1 Organisation of educators</p> <p>4.1.2 Continuity of staff</p> <p><b>4.2 PROFESSIONALISM MANAGEMENT</b></p> <p>4.2.2 Professional standards</p>
<b>NATIONAL LAW AND REGULATIONS</b>	<p>145- Staff Record</p> <p>168-Education and care service must have policies and procedure</p> <p>170-Policies and procedures to be followed</p> <p>171-Policies and procedures to be kept available</p> <p>172- Notification of change to policies or procedures</p>
<b>RELATED POLICIES and RECORDS</b>	<ul style="list-style-type: none"> <li>▪ Child protection policy</li> <li>▪ Code of conduct policy</li> <li>▪ Code of conduct declaration record</li> <li>▪ Employee induction record</li> <li>▪ Staff Schedule record</li> </ul>
<b>SCOPE OF POLICY</b>	<p>This policy applies to all children, educators, families, management, students, volunteers, and visitors at our service.</p>
<b>AIM OF POLICY</b>	<p>To ensure that our service has strong guidelines, procedures, and practices in place regarding staff recruitment. We are committed to meeting our regulatory requirements in relation to staffing, ensuring that professional standards guide our practices. This practice of strong recruitment procedures will aim to ensure the safety, wellbeing and protection for all children who attend the service. Our aim is to provide a clear policy, implement the policy, support practices relating to the policy, train staff regarding the policy and maintain and update the compliance of the policy for all our stakeholders.</p>
<b>SERVICE IMPLEMENTATION</b>	<p>In order to ensure the safety of all children at our service our staff recruitment process will be adhered to when requiring new staff at the service. The goal is to ensure that we employ qualified staff whilst meeting all the guidelines for the following:</p> <ul style="list-style-type: none"> <li>▪ Education and Care Services National Regulations and Law.</li> <li>▪ Fair Work Act – Childrens Service Award and Educational Services Teachers award</li> <li>▪ Family Assistance Law- Police Checks and WWCC</li> <li>▪ Anti-Discrimination Act.</li> <li>▪ Child Protection and Child Safe Standards.</li> <li>▪ Equal Opportunity Act 2010</li> <li>▪ Working with Children Act 2005.</li> </ul> <p>It has been demonstrated through research that employing qualified staff in early childhood services is a key factor to the delivery of quality programs and better learning outcomes for children.</p> <p><i>“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”</i> (Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011).</p> <p>The Australian Government has acknowledged this by legislating minimum qualification requirements for all educators working in early childhood education and care services. In some cases, services must have specific staff with certain qualifications in place in order to receive funding grants. Kindergarten Funding for example requires that the program be by a Bachelor qualified early childhood teacher.</p> <p><b>Recruitment Procedure</b></p> <p>At certain times, a service will require new staff. Management will determine when there is a requirement for further or new staff in the service based on any of the following:</p> <ul style="list-style-type: none"> <li>▪ Current staff leaving.</li> </ul>

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- Parental leave replacement.
- Growth of the service due to an increase in occupancy.
- To meet changes in regulatory requirements.
- Funding purposes.

In some cases, internal progression of existing staff may be sufficient to find the most suitable staff member for the position. This may be determined by offering existing staff members changes to contracts- casual to permanent part time, an increase of existing hours, promotion to a higher position in the service or complete change of roster.

In some cases, it is required to advertise externally, and, in these circumstances, the following procedure and practices will be adhered to.

**Advertise position-**Once a vacancy is confirmed, the Nominated Supervisor will inform the Approved Provider to commence external recruitment. The position should then be advertised on the previous platform or preferred approved provider platform and may include social media. Criteria and position requirements should be specific and clear when placing an advert online and could include but not limited to the following:

- Role description.
- Requirements to perform role.
- Qualifications required.
- Experience and skills required.
- Terms and conditions of the role.
- Non-negotiable requirements for the position such as WWCC, National Police Check, Child protection, first aid qualifications.
- Information pertaining to the service philosophy and service expectations.
- Salary.
- Advantages of the role – staff discount uniforms, annual leave.

**Shortlist candidates-** reading over resumes may be sufficient to shortlist candidates and often another person such as approved provider or 2IC can also read over to confirm the shortlist.

- Once a shortlist is confirmed a phone interview should be completed and may at times further shortlist the candidates.
- Nominated supervisor or approved provider should be responsible for “screening “candidates via phone and should have a set of questions available to conduct the phone interviews.
- The answers of the candidate should be recorded(written) and kept on staff file.
- Keeping notes on all candidates is good practice especially if there is a current waiver in place relating to staffing.
- Recording(writing) interview notes and keeping records of this can be used as support evidence should a further waiver be required in the event that staff have not been recruited.

**Interviews** – Once candidates are shortlisted interviews face to face will be conducted if possible.

- In some cases, an interview can occur over a Zoom meeting or another preferred online platform, if candidate is unable to attend at the service. However, a face to face will need to follow prior to employment.
- Nominated supervisor or /and approved provider or second in charge will conduct interview. At least 2 management staff – one to interview and one to write candidates responses.
- A brief overview and background of the service should be conducted prior to commencing questions.
- A list of questions will be asked of each candidate and in order to be fair the same questions will be asked of each candidate.
- We will discuss Child Protection and Child Safe Standards with each candidate to gauge if they have any understanding prior to employment.
- Management must disclose any conflict of interests or any relationships with candidates.
- Candidate will be asked if they have any questions at end of interview and any expectations or special circumstances that they may like to share.

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- Candidate will be given a time frame as to when decision will be made and advised of the means for communicating the result of their interview. Salary may be discussed at this point and time frame of notice that candidate will need to provide to current employer.

**Must include, but are not limited to:**

- Including child safe criteria in job advertisements and position descriptions.
- Ensuring staff (including volunteers, students and other staff) have a verified WWCC through the state applicable portal or online website.
- Verifying through the National Quality Agenda IT System (NQA ITS) if an individual is a prohibited person (Section 188), or subject to a suspension or supervision notice under Section 178(4)(c)(i).
- Verifying qualifications including early childhood education and first aid, assessing their legitimacy by carefully reviewing certificates and transcripts. Check for spelling errors, consistency, Registered Training Organisation (RTO) validation and ensure the qualification is ACECQA-approved.
- Validating qualifications through reliable sources and systems. This may involve confirming training details via the applicant’s USI portal or checking the National Training Register to ensure the RTO was operating at the time of issue and not subject to any actions by the Australian Skills Quality Authority -ASQA.
- Requesting a National Police Check, i.e. a national criminal history check as an additional screening measure to complement the legislation of WWCC.
- Include scenario-based questions in interviews to assess the individual’s child-safe commitment and knowledge.
- Collect at least 2 verbal reference checks from previous employers, including the most recent, to verify the applicant’s work history and experience, and confirm their conduct, integrity and suitability to work with children. Reference checks should include specific enquiries about: any reportable allegations, prior allegations or concerns related to child safety or misconduct, the person’s knowledge of the child safe standards, including their understanding of mandatory reporting obligations.
- Keep a written record of verbal reference checks.
- Ongoing monitoring and supervision during but not limited to the induction period.

**Decision Making-** At the conclusion of the interview process, the nominated supervisor and or approved provider will discuss the interviews and candidates and decide on the strongest candidate for the role.

- In some cases, it may be necessary to continue with recruitment process and commence a second round of interviews or if unsure invite some of candidates back for second interview.
- As part of the selection process, nominated supervisor/ approved provider will follow up on at least three professional reference checks.
- Candidates should supply as their referees the following, at least one senior manager reference as current as is possible and not any more than a few years old. Co-workers as references should be a minimum choice and no more than one and a personal reference would be suitable providing the referee is in business and is not a family member.
- A series of questions will be asked of referees, and their feedback will be recorded(written) to be later placed on candidate file.
- Once all references have been confirmed and the results are satisfactory, approved provider will be advised of the results and an offer of contract, pay rate and all supporting documents will be organised to be sent to potential staff member.
- All potential staff are subject to verification or proof of a valid Working with Children Card (WWCC) and National Police Check if applicable.
- In Queensland all potential employees must have their blue card validated prior to employment
- Nominated supervisor will follow instructions according to state requirements.
- Further appropriate documentation will be supplied by the candidate such as qualification documents or proof of enrolment in an approved childcare course, valid first aid, CPR, asthma and anaphylaxis qualification, immunisation status, police check, and food safety qualification dependent on the position the candidate will be performing.
- Nominated supervisor will contact successful candidate, confirm start date, advise of paperwork that will be sent via email or organise for candidate to attend service to sign all

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documents. Documents will include contract, position description, super choice form, fair work statement, service philosophy.

- Prior to commencement if possible or on the day of commencement a thorough **employee induction record** will be completed advising staff member of all facets of the service, introduction to team, further documents will be reviewed, such as regulatory policies, **code of conduct declaration and policy**, pay cycles and support practices.
- Nominated supervisor will check back in on staff member within the first 2 weeks to ensure that they are feeling supported and further check ins may be conducted once nominated supervisor establishes competency level of staff member. A 3 month and a 5-month probation check will be completed to ensure any levels of concern are discussed or any areas that require further support are implemented. All information regarding these meetings will be completed on the original **employee induction record**. Any issues or further support required will be recorded on this record and implemented.
- If staff member is not meeting requirements of employment such as contract, position description, code of conduct, child protection, employee induction or aligning with the service philosophy, then under the probation period further employment may be terminated.

#### National Early Childhood Worker Register

The National Early Childhood Worker Register, established by ACECQA, supports national regulatory oversight by providing state and territory regulatory authorities with a secure system to identify individuals working in early childhood education and care services and the services in which they are employed or engaged. The register assists regulators to strengthen workforce monitoring and enhance child safety across the sector.

Approved Providers are responsible for ensuring that workforce information relating to their service is accurately recorded and maintained within the register. This includes ensuring that the details of individuals working within the service are entered and kept up to date.

#### Approved Providers must:

- Record and maintain relevant workforce information within the National Early Childhood Worker Register.
- Ensure details of the service’s current workforce are entered into the register by the required regulatory timeframe.
- Update the register within 14 days when a person is employed, engaged or appointed at the service.
- Update the register within 14 days of becoming aware of any changes to the recorded information.

#### WWCC

Educators, staff members and any other persons engaged at the service must notify the Approved Provider in writing if they receive a negative Working with Children Check notice.

Staff must also notify the Approved Provider if there is any change to their teacher accreditation, registration or professional status. Notification must be provided within 72 hours of the event occurring or within 24 hours of becoming aware of the change, whichever occurs first.

Where the Approved Provider becomes aware that an educator or staff member has received a negative Working with Children Check notice, or that their teacher accreditation or registration has changed, the Approved Provider must notify the relevant regulatory authority within the required timeframe.

Each member of the team plays an important role in the implementation of each policies guidelines, and they are outlined as below but not limited to the following:

#### The Approved Provider

- Will ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Ensure they take reasonable steps to ensure that the nominated supervisor, educators, staff, and volunteers follow the policy and procedures.
- Ensure they provide the nominated supervisor, educators, staff and volunteers the documentation to perform their role, follow policy, procedure, and document according to regulatory and service requirements.

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- Will ensure that adequate induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.
- Ensure that the nominated supervisor and staff are equipped with ongoing professional development and training they require to comply with this policy.
- Will encourage feedback from stakeholders regarding the policy’s effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Ensure the policy is kept up to date with current legislation, research, and best practice.

**The Nominated Supervisor**

- Will adhere to the process of this policy and not cut corners in order to employ staff at the service.
- Will gather and check all documentation relating to the employment of staff and ensure that WWCC checks are conducted, sighted, and validated according to state practices.
- Will ensure that a staff record is kept with the details required in regard to regulations for nominated supervisor, educational leader, responsible persons, staff members and students.
- Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations.
- Will ensure they take reasonable steps to ensure that the educators, staff, and volunteers follow the policy and procedures.
- Will ensure they provide the educators, staff and volunteers the documentation to perform their role, follow policy and procedure and ensure they are checking the documentation according to regulatory and service requirements.
- Will ensure that a rigorous recruitment process is completed, and a thorough induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.
- Will ensure that the staff are supported with ongoing professional development and training they require to comply with this policy.
- Will encourage feedback from stakeholders and staff regarding the policy’s effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Will ensure the policy is kept up to date with current legislation, research, and best practice.
- Will conduct regular staff meetings to address policy compliance with legislation, policy implementation, changes to policy and or collect feedback for annual review of policy.

**Educators**

- Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations.
- Will ensure they take reasonable steps to follow the service policy and procedures and seek advice or further support if unsure.
- Will ensure they complete and document any related records regarding the implementation of this policy and practice requirements of the service.
- Will attend any ongoing professional development, staff meetings and training they require to comply with this policy and practice requirements of the service.
- Will provide feedback to the nominated supervisor or approved provider regarding the policy’s effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Will provide feedback regarding policy review when required.

**REGULATION IMPLEMENTATION**

The following procedures outline and support all stakeholders to understand and implement the regulatory guidelines of this policy.

**In regard to regulation 168- Education and care service must have policies and procedures.**

**Approved Provider will**

- Ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Ensure they take reasonable steps to ensure that the policy and procedures are current, reviewed regularly and communicated to educators, staff, and stakeholders.
- Take reasonable steps to inform and support educators and staff regarding their responsibilities in implementing the policy and procedures at all times.
- Take reasonable steps to ensure that nominated supervisor, educators, staff, and volunteers follow the policy and procedures.
- Ensure copies of the policy and procedures are readily accessible to nominated supervisor, educators, staff, stakeholders, and volunteers and are available for inspection.

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	<ul style="list-style-type: none"> <li>Will notify families at least 14 days before changing the policy or procedures if the changes will: <ul style="list-style-type: none"> <li>Affect the fees charged or the way they are collected or</li> <li>Significantly impact the service’s education and care of children or</li> <li>Significantly impact the family’s ability to utilise the service.</li> </ul> </li> <li>Ensure policies and procedures regarding regulatory requirements are in place at the service.</li> <li>Ensure that a suitable Nominated supervisor is in place and will monitor practices and procedures relating to all policies in the service.</li> <li>Ensure policies and procedures are reviewed at least annually and changes are made if required prior to this review.</li> <li>Ensure all stakeholders are involved in the review.</li> <li>Ensure the service is conducive to a child safe environment and guidelines set out in the policy and procedure are clearly outlined.</li> </ul>
<b>In regard to regulation 170- Policies and procedures to be followed.</b>	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>Ensure that all staff and volunteers are made aware of Regulatory policies and procedures by ensuring that this forms a part of the induction process.</li> <li>Ensure probationary reviews will be conducted once new staff are appointed at the 3- month and 6-month mark to ensure that they are following policy and procedure and to review and revise regulatory policies.</li> <li>Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure and further training and revision of procedural practices in relation to policy and procedure.</li> <li>Ensure annual review and revision of policies and procedures will be conducted, and all educators will be given the opportunity for input.</li> </ul>
<b>In regard to Regulation 171- Policies and procedures to be kept available.</b>	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>Ensure that policies and procedures are available to all staff and the location and availability will form a part of the induction process.</li> <li>Ensure policies will be available on request for all staff members to have access when required.</li> <li>Ensure policies will be available when required for staff members to download copies and/or print out if required in order to complete assignments or to form part of their research and/ or update their knowledge.</li> <li>Ensure policies will be available for all stakeholders when requested and when updating.</li> </ul>
<b>In regard to Regulation 172- Notification of change to policies or procedures</b>	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure, provide further training and allow for input if required in relation to policy and procedure.</li> <li>Ensure stakeholders will be invited to provide feedback for policies and procedures at any time, not just on annual review but will also be invited to add feedback at review time or after an event that may require change to policy or procedure.</li> <li>Policies and procedures will be emailed or put on display in the foyer for stakeholders to have the ability to provide feedback.</li> <li>Feedback will be considered from stakeholders and educators and may result in a change in policy.</li> <li>Policy and procedure may be changed at any time if there has been an incident in the service that has required a change to be implemented for the safety and health of children and or educators.</li> <li>In the event of a change to a policy after feedback or a situation that occurs, we will provide 14 days’ notice to all stakeholders before the change takes effect.</li> </ul>
<b>CONTINUOUS IMPROVEMENT</b>	<p>We are dedicated to the ongoing improvement of our practices and procedures through the following actions:</p> <ul style="list-style-type: none"> <li>Conducting regular reviews and updates of this policy with all stakeholders.</li> <li>Actively seeking feedback from children, families, and staff members.</li> <li>Providing targeted skill development and training for staff when areas for improvement are identified or when gaps in policy and procedure implementation are observed.</li> </ul>
<b>IN THE EVENT of a BREACH of POLICY and/or PROCEDURE</b>	<ul style="list-style-type: none"> <li>All employees are required to comply with this policy and all associated procedures.</li> <li>Any alleged breach of a policy or procedure will be documented and further investigated by management.</li> </ul>

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	<ul style="list-style-type: none"> <li>▪ If an employee is deemed to be breaching policy and or procedure, disciplinary action will be taken, if the breach is deemed to be serious this could result in immediate termination.</li> <li>▪ Breaches involving child safety or harm to a child will result in immediate suspension whilst management undergo an investigation. This could also result in immediate termination.</li> <li>▪ All breaches and investigations will be documented and may be reported to the Regulatory Authority and/ or law enforcement.</li> </ul>
<b>KEY TERMS</b>	<ul style="list-style-type: none"> <li>▪ <b>Stakeholder</b> - a person or group of people who have an interest in a business, a person such as an employee or customer. They have a sense of responsibility toward it and an interest in its success.</li> <li>▪ <b>Working with Children Check- WWCC-</b> A notice, certificate or other document granted to a person under a working with children law that states that the person has been assessed to be suitable to work with children, or there has been no information that if the person worked with children the person would pose a risk to the children, or the person is not prohibited from attempting to obtain, undertake or remain in child-related employment.</li> </ul>
<b>WE GRATEFULLY ACKNOWLEDGE THE FOLLOWING SOURCES</b>	<ul style="list-style-type: none"> <li>▪ Australian Children’s Education &amp; Care Quality Authority. ACECQA</li> <li>▪ Code of Ethics</li> <li>▪ Education and Care Services National Law Act 2010</li> <li>▪ Education and Care Services National Regulations.</li> <li>▪ Guide to the Education and Care Services National Law and the Education and Care Services National Regulations.</li> <li>▪ Guide to the National Quality Framework.</li> <li>▪ National Quality Standard.</li> <li>▪ United Nations Convention on the Rights of the Child</li> </ul>

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