



# DON VALLEY PRIMARY SCHOOL

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All schools are required to meet child safety requirements for staff selection, supervision and management.

This document outlines important considerations for Don Valley Primary School when recruiting and selecting staff. In particular, it provides a checklist for ensuring that the selection process has regard to the applicant's suitability to undertake child-connected work and to ensure natural justice for applicants in the staff selection process. All advertisements and selection criteria need to follow current DET procedures and policies.

- **Selection Criteria**

Examples of appropriate selection criteria may include:

- *'Must have experience working with children.'*
- *'Must be able to demonstrate an understanding of appropriate behaviours when engaging with children.'*

Applicants should have the opportunity to indicate their understanding of, or any experience they have in, working with children with diverse needs and/or backgrounds.

- **Advertising**

The advertisement should include:

- A message about our school's commitment to child safety, including reference to the code of conduct and child safety policy.
- That appropriate reference and background checking will be undertaken, including a Working with Children Check and/or police record and identity check
- The school's promotion of the safety, participation and empowerment of all children, including those with a disability, e.g. *'This organisation promotes the safety, wellbeing and inclusion of all children, including those with a disability. Applicants are welcome to elaborate on experience they may have working with children with a disability.'*
- A statement about the school being culturally safe for Aboriginal children, and encouraging participation and empowerment of Aboriginal children, e.g. *'This organisation promotes the safety and wellbeing of Aboriginal children.'*
- A statement that the school promotes the safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds, e.g. *'Applicants are welcome to elaborate on experience they may have working with children from a culturally and/or linguistically diverse background.'*

- **Pre-employment Screening**

Screening applicants (including for paid and volunteer positions) is a good tool for helping to prevent people who may abuse children from entering the school.

- **Police Checks**

This is a requirement for all teachers and is completed as a part of the provisional registration and full registration process for teachers via the Victorian Institute of Teaching

- **Working with Children Checks**

All other staff and non-parent volunteers are required to hold a current Working with Children Check. If they do not hold a valid Check, they need to provide evidence that they have applied for one. Evidence of Working with Children Checks must be provided and kept on record at the school.