



# Child Safe Recruitment Policy

<b>Policy Title</b>	<b>Child safe recruitment policy</b>
<b>Purpose</b>	To ensure all North Coast Pathway staff are committed to child safety.
<b>Scope</b>	This policy applies to all North Coast Pathway staff, including volunteers.
<b>Policy Statement</b>	<p>North Coast Pathway implements a robust recruitment process to mitigate the potential propensity risk of child abuse from staff members. This policy forms part of North Coast Pathway's Child Safety Plan and focuses on Child Safe Standards 5,7 &amp;10.</p> <ul style="list-style-type: none"><li>• <i>Standard 5. People working with children are suitable and supported.</i></li><li>• <i>Standard 7. Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training.</i></li><li>• <i>Standard 10. Policies and procedures document how the organisation is child safe.</i></li></ul>
<b>Procedure</b>	<p><b>Recruitment process</b></p> <p>The following are nine strategic steps to recruit suitable and qualified candidates to join NCCC's SAS staff.</p> <ol style="list-style-type: none"><li>1. Recruitment marketing – attracting quality candidates through job advertisement, industry channels and network.</li><li>2. Passive candidate search – reaching out to or connect with suitable specialists who may not be actively seeking.</li><li>3. The recruitment selection panel, including the Principal, evaluate and select suitable candidates according to material evidence put forward for the job opportunity.</li><li>4. The selection panel objectively interviews and carefully selects the short list according to the selection criteria and suitability for NCCC and the job vacancy. <u>Note</u>: all teaching staff must have the necessary experience, qualifications and accreditation as per the <i>Teacher Accreditation Act 2004</i>.</li><li>5. The Quality Assurance Manager will conduct proper due diligence on pre/selected candidates, including<ol style="list-style-type: none"><li>a. Referee checks—minimum of two</li><li>b. Licence verifications</li><li>c. Qualification verifications</li><li>d. Verification of NESA Teacher Summary Report</li><li>e. Verification of WWCC</li><li>f. Verification of National Police Check.</li></ol></li><li>6. The Principal &amp;/or Quality Assurance Manager (&amp;/or Head Teacher) will effectively onboard and support the new team member.</li><li>7. Onboarding includes candidates reading, and acceptance of North Coast Pathway's<ol style="list-style-type: none"><li>a. Child Safe Policy</li><li>b. Child Safe Code of Conduct</li></ol></li></ol>



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	<ul style="list-style-type: none"> <li>c. Child Safe Risk Management Plan</li> <li>d. Child Safe Recruitment Policy</li> <li>e. Child Safe Reporting Policy</li> <li>f. Staff Manual (including Staff Code of Conduct)</li> <li>g. Employment Contract</li> </ul> <p>8. All staff attend the annual Child Safety agenda meeting and sign attendance record.</p> <p>9. The Principal (&amp;/or Head Teacher) will ensure to support teachers in attaining and maintaining teacher accreditation.</p> <p>Maintaining records of NESA teaching staff</p> <p>The Principal &amp;/or the Finance Administrator must maintain all records of all teaching staff employed or engaged to deliver NESA curriculum – including their accreditation details.</p> <p>Reporting high teacher turnover</p> <p>The Principal will notify NESA when the staff turnover of the teaching staff is more than half in a 12-month period.</p>
<b>Roles and Responsibilities</b>	<ul style="list-style-type: none"> <li>• The Principal &amp; Head Teacher are responsible for staff recruitment.</li> <li>• The Quality Assurance Manager ensures due diligence and background checks are undertaken and recorded to the correct standard.</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>• Children’s Guardian Act 2019</li> <li>• Child Protection (Working with Children) Act 2012</li> <li>• Child Protection (Working with Children) Regulation 2013</li> <li>• Children and Young Persons (Care and Protection) Act 1998</li> <li>• Crimes Act 1900</li> <li>• Children and Young Persons (Care and Protection) Regulation 2012</li> <li>• Children and Young Persons (Care and Protection) (Child Employment) Regulation 2015</li> <li>• Disability Inclusion Act 2014</li> <li>• Anti-Discrimination Act 1977</li> <li>• Child Safe Standards</li> <li>• Teacher Accreditation Act 2004</li> <li>• Disability Standards for Education 2005</li> </ul>
<b>Associated documents</b>	<ul style="list-style-type: none"> <li>• Child Safe Policy</li> <li>• Child Safe Code of Code of Conduct</li> <li>• Child Safe Risk Management Plan (CSRMP)</li> <li>• Child Safe Recruitment Policy</li> <li>• Child Safe Reporting Policy</li> </ul>
<b>Review</b>	<ul style="list-style-type: none"> <li>• Annual review and following a reportable incident</li> </ul>