



# **RECRUITMENT & SELECTION POLICY**

## **Recruitment & Selection Policy 2020**

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<b>Purpose:</b>	This policy sets out guidelines for the recruitment and selection of Staff at Wisdom College and provides the necessary tools to ensure process	
<b>Scope:</b>	This policy applies to all Staff. All Staff have a responsibility to comply with this policy. All Staff are required to attend any training provided by the School to ensure they fully understand all aspects of this policy and the School's commitment to it.	
<b>Status:</b>	Approved	<b>Supersedes:</b> Recruitment & Selection Policy 2017
<b>Authorised by:</b>	School Governing Body	<b>Date of Authorisation:</b> April 2020
<b>References:</b>	Wisdom College Privacy Policy	
<b>Review Date:</b>	Biennial	<b>Next Review Date:</b> April 2022
<b>Policy Owner:</b>	School Governing Body	<b>Version:</b> 2.0 <b>Dated:</b> April 2020

### References:

- Working with Children (Risk Management and Screening) Act 2000 (Qld) (Working with Children Act)
- Education (Queensland College of Teachers) Act 2005 (Qld) (QCT Act)
- Privacy Act 1988 (Cth) (Privacy Act)
- Wisdom College Child Protection Policy
- Wisdom College Child Risk Management Strategy
- Wisdom College Anti-Discrimination Policy
- Wisdom College Privacy Policy

### **Purpose and Application**

This policy sets out guidelines for the recruitment and selection of Staff at Wisdom College and provides the necessary tools to ensure that this process:

- Attracts the most talented staff to meet the present and future needs of the School and its community;
- Has due regard to relevant legal requirements including discrimination and privacy legislation; and
- Minimises the risk of harm to students at the School by Staff.

Candidates applying for advertised positions at the School will be provided a copy of this policy.

Only members of the Senior Leadership Team are authorised to conduct recruitment practices on behalf of the School.

For certain Staff who are not employees and/or who are not engaged to work with children (e.g. ad hoc contractors and some volunteers) the recruitment and selection procedures may differ in some respects to those outlined in this Policy. However, the School will in all cases ensure that it complies with legislation and takes other appropriate steps to limit risks to children.

### **Related School Policies and Legislation**

The following related School policies and legislation are referenced in this policy. Related School policies;

- Wisdom College Child Protection Policy
- Wisdom College Child Risk Management Strategy
- Wisdom College Anti-Discrimination Policy
- Wisdom College Privacy Policy
- Working with Children (Risk Management and Screening) Act 2000 (Qld) (Working with Children Act)
- Education (Queensland College of Teachers) Act 2005 (Qld) (QCT Act)
- Privacy Act 1988 (Cth) (Privacy Act)

### Definitions

“*Harm*” is any detrimental effect of a significant nature on a student’s physical, psychological or emotional wellbeing, irrespective of cause. Causes of harm may include, but are not limited to: physical, psychological or emotional abuse or neglect; or sexual abuse or exploitation. Harm may be caused by a single act, omission or circumstance, or by a series or combination of acts, omissions or circumstances.

“*Staff*” means all employees, and other personnel such as consultants, contractors, people undertaking work experience or vocational placements or volunteers working for the School.

A “*student*” is any person regardless of age who is enrolled at the School.

### Job Advertisements, Application Forms and Selection Criteria

Vacant positions will be advertised internally prior to or concurrent with any other channel, including but not limited to social media and recruitment agencies. Care should be taken when structuring advertisements to promote the value proposition of the role and the School in an engaging and concise manner.

Job advertisements, application forms and/or selection criteria/duty statements for a role will:

- Contain a clear statement about the School’s mission and commitment to child safety;
- Specify the experience and qualifications required for the role, including whether teacher registration or a Blue Card is necessary for the successful candidate; and
- Specify the School’s requirements for referee and identity checks and for disclosure by a candidate of any information relevant to the candidate’s eligibility or suitability to engage in activities involving children.

## **Interviews**

The interview process will include at least one face to face interview. Interviews will be arranged and conducted in a manner which ensures the candidate has been assessed thoroughly and fairly for the position and that they have a good understanding of the role and the School. Candidates will also have had the opportunity to ask any questions or clarify any issues they may have.

Questions during interviews will relate to;

- A candidate's work history, background and attitudes; and
- The selection criteria / duty statement for the role.

During interviews, candidates will be provided information about the School's child protection policies and procedures and questions asked to test the candidate's:

- Values and attitudes concerning relationships with children; and
- Understanding of sexual (and other) abuse, its causes and prevention.

## **Screening and references**

If progressing with a candidate, due diligence must be completed prior to offer.

All applicants must provide identification and other documentation to confirm their qualifications and experience as required by the School;

All teachers must be registered or provisionally registered with the Queensland College of Teachers under the QCT Act, or have received special dispensation from the College;

All non-teaching members of staff (including Board members) must have a "blue card" in accordance with the requirements of the Working with Children Act; and

In some cases, deemed appropriate by the School, paid or unpaid employees who work with students but are not required to hold a blue card (e.g. a parent volunteer) may be asked to consent to a criminal history check.

The School's blue card requirements and procedures are set out in the Wisdom College Child Risk Management Strategy (Annexure D to the Child Protection Policy).

At least two verbal reference checks are mandatory for any role at the School. In addition:

- One of the referees should include the candidate's most recent direct supervisor; and
- One of the referees should include the candidate's most recent Headmaster/ Principal (if applicable).

Priority should be given to reports of referees who can comment on the candidate's most recent child related employment or other activities. Referees will be questioned regarding the candidate's attitude and behaviour toward children in their previous role/s.

If reference checks cannot be undertaken until the preferred candidate has resigned from their current position, the offer will be made subject to the receipt of two satisfactory references that meet the requirements detailed above.

The School reserves the right to contact any persons who may have relevant knowledge of the candidate's qualifications and experience, whether or not such persons are nominated as referees by the candidate.

### **Offer and Finalisation**

#### **Successful candidate**

Once a decision is reached on a preferred candidate, a verbal offer may be made. A written offer of employment will then be provided to the candidate as soon as practicable. All roles will be subject to a probationary period to allow the School to assess the suitability of the Staff member in their role.

#### **Unsuccessful candidate**

The School will notify unsuccessful candidates of the outcome of their application. Care will be taken to provide clear communication and avenues for follow up where possible.

## **Anti-discrimination and Diversity**

Discrimination is any practice that makes distinctions between individual groups which disadvantage some and advantage others.

Care will be taken throughout the entire recruitment and selection process to minimise the possibility of a discrimination issue through either direct or indirect discrimination. Decisions on recruitment should be made in accordance with this policy and based solely on the ability of a candidate to effectively achieve the outcomes required of a position. No consideration is to be given to any factors which are covered by discrimination and equal opportunity legislation.

The School is strongly committed to diversity in the workplace. Wisdom College recognises the value and importance of diversity and is firmly committed to creating a high performance and inclusive culture that fosters, supports and celebrates diversity. Staff must support and deliver on these commitments during the recruitment process.

## **Privacy**

The School is committed to protecting the privacy of individuals and is bound by the Australian Privacy Principles set out in the Privacy Act. A candidate's CV, resume and academic transcripts are personal information and Wisdom College must only collect, use or disclose personal information in accordance with the Act and the School's Privacy Policy.

## **Contact Information**

If you have any questions regarding this policy, please contact the Business Manager or Deputy Headmaster – Staff & Community Relations.

## **Policy Management**

The School may change this policy at any time, in particular, to take account of changes, and effect of changes, in legislation and industrial instruments.