RECRUITMENT POLICY

Langwarrin Community Centre aims to implement a robust, well-planned child safe recruitment process to ensure we select the best person for the position and the needs of our early childhood education service. We aim to engage employees who are suitably qualified, experienced and passionate about the early years. Our *Recruitment Policy* outlines our processes to ensure they are aligned with legislative obligations, our Service's child safe culture, values, and support diversity and inclusion.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 4: STAFFING ARRANGEMENTS		
4.1	Staffing arrangements	Staffing arrangements enhance children's learning and development.
4.1.1	Organisation of educators	The organisation of educators across the service supports children's learning and development.
4.1.2	Continuity of staff	Every effort is made for children to experience continuity of educators at the service.
4.2	Professionalism	Management, educators and staff are collaborative, respectful and ethical.
4.2.1	Professional collaboration	Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills.
4.2.2	Professional standards	Professional standards guide practice, interactions and relationships.
QUALITY AREA 5: RELATIONSHIPS WITH CHILDREN		
5.1.1	Positive educator to child interactions	Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.
QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.
7.2.3	Development of professionals	Educators, co-ordinations and staff members' performance is regularly evaluated, and individual plans are in place to support learning and development.

EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS	
S. 2A	Paramount consideration—safety, rights and best interests of children
S. 162	Offence to operate education and care service unless responsible person is present
S. 166A	Offences relating to inappropriate conduct
S. 188	Offence to engage person to whom prohibition notice applies
4	Definitions
82	Environment to be free from tobacco, vaping devices, vaping substances, drugs and alcohol
83	Staff members and family day care educators not to be affected by alcohol or drugs
84	Awareness of child protection law
117A	Placing a person in day-to-day charge
117B	Minimum requirements for a person in day-to-day charge
117C	Minimum requirements for a nominated supervisor
137	Approval of qualifications
168	Education and care services must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedure
188	Compliance directions
Part 4.4	Staffing Arrangements
Division 7	Approval and determination of qualifications
Division 9	Staff and educator records—centre-based services

RELATED LEGISLATION

Equal Opportunity Act 2010 (Vic)	Fair Work Act 2009
Federal and State Occupational Safety and Health Legislation	Federal and State Equal Opportunity Legislation and any other relevant industrial awards
Education and Care Services National Law Act 2010	Children and Young Persons Act 1989 (Vic)
Sex Discrimination Act 1984	Child Care Subsidy Secretary's Rules 2017

Age Discrimination Act 2004	Disability Discrimination Act 1992
Racial Discrimination Act 1975	A New Tax System (Family Assistance) Act 1999
Family Law Act 1975	
Family Assistance Law – Incorporating all related legislation as identified within the Child Care Provider Handbook	

RELATED POLICIES

CCS Personnel Policy Child Safe Environment Policy Child Protection Policy Code of Conduct Policy Dealing With Complaints Policy Governance Policy	Privacy and Confidentiality Policy Safe Use of Digital Technologies and Online Environment Policy Staffing Arrangements policy

PURPOSE

We aim to ensure the most suitable, qualified, experienced and reliable staff are employed at our Service. We are committed to ensuring we meet all legislative and regulatory requirements.

All Service operations, decisions, and functions are underpinned by the principle that the rights and best interests of all children are paramount. Our Service ensures that child safety, wellbeing, and best interests take priority over all other considerations, including financial interests or other obligations of management.

Our Service is committed to being a child safe Early Education and Care Service and embedding the National Principles for Child Safe Organisations (Victorian Child Safe Standards), and our recruitment and screening processes play a vital role in protecting children from harm All staff must adhere to our child safety policies, including *Child Protection, Child Safe Environment and Safe Use of Digital Technologies and Online Environments Policies.* Our Service adheres to and aligns with legislative requirements related to taking images or videos of children. (See *Safe Use of Digital Technologies and Online Environments Policy*.)

Our Service values workplace diversity and inclusion, and we strongly encourage applicants from diverse backgrounds, including, but not limited to, Aboriginal and Torres Strait Islander people, as well as applicants with different abilities and disabilities. Recruitment and selection of staff will be guided by the requirements of relevant legislation, issues of equity and diversity, qualifications, knowledge and skills, workforce participation and experience.

SCOPE

This policy applies to staff, educators, approved provider, nominated supervisor and management of the Service.

RECRUITMENT DECISIONS

The approved provider or assigned nominee will approve all recruitment decisions as outlined in this *Recruitment Policy* Recruitment decisions will be based on the need and requirements of the Service and will consider the following:

- our commitment to the safety and wellbeing of every child
- ensuring the Service meets all staffing requirements as per Education and Care Services Victorian Law and Victorian Regulations
- any resignation of existing staff
- an increase in occupancy.

The recruitment processes will be consistent, transparent, professional and timely. Any grievances relating to the recruitment procedure will be addressed as per the *Dealing with Complaints Policy*. All personal information regarding recruitment will be treated with the strictest confidence.

Selection criteria for each vacant position will be determined before advertisement and will take the following into consideration:

- position title
- qualifications required for the position, including mandatory child safety and protection training
- experience required for the position
- position description/skills required for the position
- conditions of employment
- mandatory employment screening requirements, including verifying Working with Children Check (WWCC), where applicable, National Police Criminal History checks, immunisation requirements and prohibited screening checks
- verbal reference checks x 2, one from a current or most recent employer (preferred), for every candidate to ascertain the candidate's attitudes and behaviours in previous child-related roles. Reference checks help us to make informed decisions about their commitment to child-safe environments and their suitability for our Service, and the position they applied for.
- demonstrated understanding of child protection law, mandatory reporting requirements and processes to ensure the safety and wellbeing of children.

Comprehensive position descriptions for each advertised position will be available for all applicants. Any applicants deemed unsuitable will be advised within an appropriate time frame.

ADVERTISEMENTS

Information about the position and the Service will be provided to potential applicants, which includes:

- job title
- position description- including objectives of the role, duties and accountability
- location
- description of the organisation/Service
- ownership details as per regulatory requirements
- hours of work
- salary (award/ above award)
- Service philosophy and a commitment to child safety
- operation hours, age group of children educated and cared for
- selection criteria relating to the position available
- how to apply for the role
- a strong commitment to providing and upholding a safe environment for children, including an understanding of child protection law and mandatory reporter obligations
- closing date for applications
- contact information for further information
- immunisation requirements
- WWCC and Police Check requirements

Vacant positions may be advertised internally to encourage career advancement and opportunity. External advertisements may be placed through relevant media and networks, including social media, newspapers, and employment services.

INTERVIEWS

Applicants short listed for an interview based on resumes received.

Applicants who require support or access provisions are encouraged to advise this at the time of their application, to ensure appropriate assistance is provided throughout the recruitment process.

Questions will be prepared in advance of the interview, and applicant responses will be recorded (written) during the interview. Reflective questions to support safeguarding practices will be included to assist in determining whether the applicant is suitable to work with children, e.g., scenario-based questions to assess the applicant's integrity, attitudes towards children and knowledge of and commitment to child safety. Each applicant will be asked the same questions to ensure fair and equitable

treatment of all applicants. Interviews will be conducted in a private space, and confidentiality will always be maintained. Applicants will be provided an opportunity to ask questions relating to the service and position at the end of the interview.

CONFLICT OF INTEREST

Any person conducting an interview must disclose to the approved provider or person organising the interview process if there is a conflict of interest at the time of reviewing the applications. A conflict of interest may arise if the applicant is a personal friend or a past or present close work colleague. Management must promote transparency and accountability, promote integrity and impartiality during the employment process and therefore consider if the conflict of interest poses a risk to the consistency of the application process.

The approved provider or management will assess the conflict of interest and identify if the conflict of interest poses a risk to the fairness and consistency of the recruitment process. The selection panel member may be removed from the recruitment process if the conflict is deemed significant. Any decision regarding a conflict of interest will be documented, and steps identified to manage the conflict will be recorded to ensure accountability and fairness.

PRE-EMPLOYMENT SCREENING- PROBITY CHECKS

Effective pre-employment screening ensures our Service is compliant with legislative and regulatory requirements and aims to ensure we engage staff who have the skills, experience, qualifications and are a general 'fit', in alignment with National Principles for Child Safe Organisations.

All preferred candidates will undergo appropriate pre-employment checks, including reference checks, WWCC clearance, immunisation status checks, and, where applicable, National Police criminal history checks before an offer of employment is recommended. Once an employee provides their WWCC clearance, management will verify the clearance to ensure that it is valid and current. Measures should be in place to ensure probity checks are completed by a person or persons who have no prior professional relationship or personal friendship with the applicant to mitigate the perception of bias in the recruitment process.

All prospective applicants will be required to complete a prohibition notice declaration on the Pre-*Employment Declarations Form* to acknowledge they do not hold any prohibition notices, suspension, supervision notices or disciplinary action that would prevent them from working with children.

REFERENCE CHECKS

Verbal reference checks will be conducted over the phone for preferred applicants. Reference check questions will be determined before the check is conducted, and will establish the applicant's overall performance, including their interactions with children, families and colleagues, as well as the working relationship the referee has with the applicant. The Service will document and keep a record of all reference checks using the *Recruitment Reference Check* form.

At least 2 (two) references are to be provided for a reference check. Where possible references should be from the current or immediate previous employer. The reference checks will ascertain, where possible, the applicant's attitudes and behaviours in previous child-related roles and ascertain whether the applicant has ever been the subject of complaints. Applicants without prior employment, such as students applying for trainee roles may provide character references instead of an employment history. These references may be provided by professional referees, such as lecturers.

WWCC/POLICE CHECKS

Working with Children Check legislation aims to prevent people who pose a risk from working with children as paid employees or volunteers. All employees, volunteers and students must undergo a WWCC clearance prior to working at the Service (unless an exemption applies). Employees, volunteers or students who are unable to provide a copy of a validated WWCC prior to the start of engagement or employment will not be able to undertake any work-related activity within the Service. Exemptions to WWCC apply in Victoria to individuals under the age of 18, with some conditions. Once an employee provides their WWCC clearance, management will verify the clearance to ensure that it is valid and current. Any applicant who has been excluded from working with children in another state /territory will face an automatic exclusion from the recruitment process.

VICTORIA The Working with Children Check is required prior to engagement of work-related activities for employees, volunteers and students. Employees, volunteers or students under the age of 18 may be able to apply for a Working with Children Check. Working With Children Check Victoria.

QUALIFICATION CHECKS

The approved provider will verify the qualifications of prospective educators and staff during the application process. Applicants are required to provide copies of their qualifications, which will be assessed for authenticity and compliance with regulatory requirements. To ensure validity, the approved provider or nominated supervisor may undertake the following checks.

- contact the Registered Training Organisation (RTO)

- check ACECQA's NQF approved qualifications list
- contact the state teaching registration board (if applicable)
- cross reference qualifications using the applicant's Unique Student Identifier (for courses completed after 2015).

Where a qualification is deemed invalid or fraudulent, the approved provider will notify the applicant and notify the Australian Skills Quality Authority (ASQA), National Anti-Corruption Commission and regulatory authority. Staff and educators are advised it is an offence to provide false or misleading information in relation to their identity, qualifications, clearances, or any matter relevant to their suitability to work with children.

PRODA BACKGROUND CHECKS

Employees involved in the administration of Child Care Subsidy are required to undertake additional background checks. Including (but not limited to):

- a copy of the results of a Bankruptcy Register Search conducted through the Australian Financial Security Authority website, no more than three (3) months old
- a copy of the results of an Australian National Police Criminal History Check obtained from the relevant state or territory police service or an agency accredited by the Australian Criminal Intelligence Commission, no more than six (6) months before the date of the application
- a current and historical personal name extract obtained through the Australian Securities and Investments Commission website, no more than three (3) months old
- evidence that the person does not appear on the banned and disqualified register held by the Australian Securities and Investments Commission (in the form of a computer printout of the results of the search), no more than three (3) months old

OFFER OF EMPLOYMENT

An offer of employment will be made to the successful applicant following careful consideration by the interviewee. A confirmation of employment letter will be provided for successful applicants upon acknowledgment.

A written employment contract will be provided to the successful applicants detailing the position, hours of shift, Award information, wages and salary, date and time of commencement, contact person, probationary period. The employee will be provided with a Fair Work Information Statement, and casual employees will be provided with a copy of the Casual Employee Information Statement (CEIS) at the time of engagement. Employees engaged on a fixed term contract will be provided with a Fixed Term Contract Information Statement. Applicants who are unsuccessful will be notified within an appropriate time frame and offered feedback regarding their application.

PROBATIONARY PERIOD AND INDUCTION

Each new employee is subject to a probationary period of six (6) months. This ensures assessment for both the employee and the service to ensure suitability of the role for the employee. During this time, employees will receive advice, training and guidance to help them become familiar with and competent in performing the work they have been appointed to do. This includes ensuring the new employee understands the critical aspects of child safety and the service's commitment to protecting children. The appointment is subject to the satisfactory completion of the probationary period, which itself is subject to termination during any stage, by either party, upon notice in writing, or by payment in lieu of notice.

Management will provide casual employees with the Casual Employee Information Statement (CEIS)-

- after six months of employment
- after 12 months of employment and
- every 12 months after that to ensure employees are aware of the casual conversion to permanent employment legislation under the Fair Work Act.

Our Service is committed to providing a comprehensive child-safe induction program to ensure the smooth integration of new employees. The approved provider or assigned nominee will support the new employee and help them to understand the organisational structure, how decisions are made and communicated and what role they will have in the decision-making process.

An induction checklist will be used to support this process, which explains an employee's responsibility to know the policies, procedures and practices within our Service and their duty of care obligations to ensure the safety and wellbeing of all children.
Induction will include relevant information on child safe practices including adhering to the Education and Care Services Victorian Law and Regulations, Child Safe Standards, the National Model Code and Guidelines for taking images and video of children while providing education and care to children, Code of Conduct. This also includes completing mandatory child safety and protection training, which include strategies to identify, assess and minimise risks to children, understanding of child protection law and mandatory reporting procedures.

Staff and educators must be able to provide an explanation of child protection obligations as mandatory reporters, including when a report must be made and how to make a report. (Reg. 84). Educators and staff will be explicitly made aware of offences related to subjecting any child to inappropriate conduct or inappropriate discipline within the education and care service and reporting obligations to the regulatory authority, nominated supervisor and police.

Information will be provided to each new employee about their rights and responsibilities regarding hours of work, salary (award), Fair Work Act and associated legislation including Right to Disconnect.

Continuity in care within the Service is paramount. By orientating staff professionally and correctly, it guarantees the consistency of care not only within the room but also across the entire Service. New employees will undergo regular supervision, mentoring, training and development as part of the orientation process.

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Recruitment Policy* will be updated and reviewed on a biennial basis or earlier if there are changes to legislation, ACECQA guidance or any incident related to our policy. Feedback will be requested from children, families, staff, educators and management and notification of any change to policies will be made to families within 14 days.

RELATED RESOURCES

Casual Conversion Procedure and Letter Code of Conduct Confirmation of Employment Employee Details Form Employment Application Employee Immunisation Record HR Management Review Audit Individual Employee Record Induction Checklist	Induction Checklist Interview Guide and Questionnaire Offer of Employment Letter Prohibited Persons Search Register Recruitment Communication Letters Recruitment Plan Recruitment Reference Check Staff Handbook

SOURCES

Australian Children's Education & Care Quality Authority. (2026). *Guide to the National Quality Framework*
Australian Children's Education & Care Quality Authority. (2025). *Embedding the National Child Safe Principles*
Australian Children's Education & Care Quality Authority. (2025). *NQF Child Safe Culture Guide.*
Australian Children's Education & Care Quality Authority. (2024). *Taking Images or Videos of Children While Providing Early Education and Care. Guidelines for the National Model Code.*
Australian Government. Department of Education. Child Care Provider Handbook. (2026)
Australian Government. Fair Work Ombudsman. ~~(2024).~~ *Hiring employees*
Australian Government. *Australian's anti-discrimination law*
Australian Human Rights Commission. *Child Safe Organisations*.
Children (Education and Care Services) National Law (NSW) (NSW services only)
Commission for children and young people *Being a child safe organisation*
Education and Care Services National Law Act 2010.
Education and Care Services National Regulations 2011
Education and Care Services National Regulations (NSW) (2025) (NSW services only)
NSW Government. (2026). Child safe recruitment and employment practices
NSW Government. (2026). Education and Care Services (Supply, Authorisation and Use of Devices) Order 2026.

NSW Government. Office of the Children's Guardian. Child Safe Recruitment and The Working with Children Check.

REVIEW

POLICY REVIEWED BY:	Carol Hopkins	CSO	June 2026
POLICY REVIEWED	June 2026	NEXT REVIEW DATE	June 2028
VERSION NUMBER	• V3 06.26		
MODIFICATIONS	• policy review out ahead of scheduled review cycle to ensure ongoing compliance and best practice • added additional information re: child safe recruitment and employment practices • edits for clarity • sources updated as required		
APPROVED BY	Tania Bernardo		

POLICY REVIEWED BY	Carol Hopkins	CSO	June 2025
POLICY REVIEWED	June 2025	NEXT REVIEW DATE	June 2027
VERSION	• V2 06.25		
MODIFICATIONS	• policy maintenance • probation period increased to six (6) months • updated information on legislation changes- Right to disconnect, • added National Model Code and Guidelines • WWCC sites checked and updated as required		

POLICY REVIEWED BY	Samantha Neeman	Manager	August 2022
POLICY REVIEWED	AUGUST 2022	NEXT REVIEW DATE	AUGUST 2023
MODIFICATIONS	• Update of Related Legislation • Inclusion of guidelines and recommendations on recruitment from Implementing the Child Safe Standards- NSW DoE (2021) • Additional section added- Conflict of Interest • additional sources • Inclusion of mandatory COVID-19 immunisation for applicable state/territories		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		REVIEW DATE
NOVEMBER 2020	New Policy draft		NOVEMEBER 2021

Signature _____ *Date* __17_/_06__/_2026__