



Carnarvon Christian School Recruitment Policy

(Established 10th March 2020)

Table of Contents

1. Carnarvon Christian School Recruitment Policy.....	3
a) Selection Criteria.....	3
b) Advertising.....	3
c) Applicant’s application.....	3
d) Applicant interview.....	4
e) Referee check.....	4
f) Notification.....	4
ADDENDUM.....	5
Document Control.....	6

1. Carnarvon Christian School Recruitment Policy

Refer to Principal 5 - CCS Child Safety and Wellbeing Policy

People working with Children and Young People are suitable and supported to reflect child safety and wellbeing values.

Pre-employment screening

CCS screens applicants for paid and volunteer positions to help prevent people who may abuse children from entering our school

a) Selection Criteria

A selection criteria to be created for each position which becomes vacant which clearly states the experience, qualifications and attributes expected from the successful applicant

This criteria will include: Christian teacher in fellowship, qualifications suitable to position. (ie early childhood qualification),

The selection criteria will outline the supervision and accountability processes which support child safety.

The CCS selection criteria includes a demonstration of the needs of children with a disability, Aboriginal cultural safety and awareness and the cultural safety for children from culturally and/or linguistically diverse backgrounds.

b) Advertising

Carnarvon Christian School promotes the safety, participation and empowerment of all children, including those with a disability.

You are welcome to elaborate on experiences you may have working with children with a disability, Aboriginal children, or children from diverse cultural backgrounds.

Please refer to our Code of Conduct and Child Safety and Wellbeing policies which you will find on the CCS website.

c) Applicant's Application

Applicants should clearly state that they are a committed Christian in regular fellowship.

Applications should include a cover letter and resume. Applicants whose employment history is filled with jobs of short duration will be examined closely.

Warnings (unexplained lengthy gaps in employment history, the applicant says they do not value or need supervision and applicant is evasive or inconsistent in his or her answers)

d) Applicant Interview

If there more than a few applicants, then the Principal will fly to Perth to interview the applicants face to face. Otherwise Skype will be used to interview the applicant.

State at the commencement of the Interview that CCS is a Christian School and our vision is to be a caring and vibrant Christian community focused on a Christ-centred education. We place an emphasis on children's rights, safety and well-being,

- What motivates you to come to Carnarvon and work in our school?
- Are you prepared to give time to CCS out of school hours?
- 1. Tell us about why you want to work with children?
- 2. Tell us about a time you had to manage a child whose behaviour you found challenging? (ie did not want to participate in an activity or weren't listening to your instructions)
- 3. Tell us about a time you had to comfort a distressed child?
- 4. How will you promote child safety and wellbeing?
- 5. How would you respond to a disclosure of harm by a child or a young person?
- 6. What is your experience of working with vulnerable children and young people?
- 7. What is your experience of working with Aboriginal children and children from cultural diverse backgrounds?
- 8. Have you worked with children who have a disability? Tell me about it?

e) Referee Check

CCS will talk to a minimum of two referees to gain an insight into the applicant's character and skills.

- How long have you been working with the applicant?
- What was your position in relation to the applicants (Name)?
- Can you tell me about the persons work history, character and experiences working directly with children and young people?
- What are the applicant's strengths and weaknesses?
- What is the applicant's behaviour like towards Aboriginal and people from culturally diverse backgrounds and people with a disability?
- What did the applicant do when he/she had to comfort a distressed child?
- Would you hire the applicant again particularly in regards in working with children? (Any concerns)

f) Notification

Successful applicant will be notified by phone by Principal and an email from Bursar with contract details and letter of appointment.

Unsuccessful applicants will be notified by email.

Checklist	
	Yes/No
Selection Criteria	
Does the selection criteria clearly state the experience, qualifications, qualities and attributes expected from the successful applicant?	
Does the selection criteria outline the supervision and accountability processes in place which support child safety?	
Does the selection criteria include a demonstration of the needs of children with a disability?	
Does the selection criteria include a demonstration of cultural safety for children from culturally and/or linguistically diverse backgrounds?	
Does the selection criteria include a demonstration of Aboriginal cultural safety and awareness?	
Does the advertisement include a message about CCS commitment to child safety?	
Advertisements	
Does the advertisement include reference to the CCS Code of Conduct and Child Safety policy?	
Does the advertisement inform applicants that appropriate background checks will be undertaken, including Working with Children Check, and Police check?	
Does the advertisement include a statement about CCS commitment to the safety, participation and empowerment of all children, including those with a disability, Aboriginal children, their families and communities, and children from culturally and/or linguistically diverse backgrounds?	
Interview	
Body language Ok when responding to questions about working with children	
Any unexplained lengthy gaps in employment history?	
Does the applicant value supervision?	
Is the applicant evasive or inconsistent with his/her answers?	
Reference Checks	
Are the referees provided by applicant objective line managers?	
Have you spoken to at least two referees and confirm their name and position provided by the applicant?	
Has the applicant provided the most recent line manager? If not, why not	
Other Checks	
Police Record check	
Valid Working with Children Check	

DOCUMENT CONTROL

VERSION	DATE PUBLISHED	CHANGES MADE	AUTHOR OF CHANGES
Policy established	10 th march 2020		James Shaw-Principal