



Recruitment Policy

(Implemented 10th March 2020)

NEXT REVIEW MARCH 2025

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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.

Carnarvon Christian School explicitly forbids the use of any form of child abuse, corporal punishment or other degrading punishment.

Pre-employment screening

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

Selection Criteria

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

All applicants must supply current

- Teachers Registration (if applying for teaching position)
- Working With Children's card
- National Police Clearance

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.

a) 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.

b) Applicant's Application

Preferred applicants are Christians or state that they support the Christian values of Carnarvon Christian School. 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).

c) 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?

Should the applicant have a disability then the interviewer will ask the following:

Is there anything we need to know about your health so we make the necessary adjustments to your working environment?

d) 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)

e) 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 |
| December 2023 | December 2023 | Preferred applicants paragraph | James Shaw-Principal |
| March 2024 | March 2020 | Checked for compliance | Nil change Toni Radcliffe |
| May 2024 | March 2020 | Minor formatting changes to whole document | Stella Jinman |
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