



## Student Protection Recruitment Practices

A child safe organisation has policies and procedures for recruitment and selection processes, supervision and training, and managing the performance of staff, Direct Contact and Regular Volunteers and Direct Contact and Regular Contractors that promote child safety.

At Mount Alvernia College we are committed to ensuring that our recruitment practices create a safe and supportive environment for all students. To this end in addition to our general Recruitment and Selection Procedures, we have established child protection policies and procedures for recruiting Board members, staff, including members of the Leadership Team, Direct Contact and Regular Volunteers and Direct Contact and Regular Contractors, and for assessing their suitability to work with children.

Our recruitment processes are designed to select appropriate applicants and to discourage inappropriate people from working within the College.

### Employment Advertising

All Mount Alvernia College job advertisements and employment packages clearly state our commitment to child safety. Employment packages sent to potential applicants include the Statement of Commitment to Child Safety and Wellbeing and the Child Safety Code of Conduct.

### Job Descriptions and Duty Statements

The College has developed clear job descriptions and duty statements (together called “position descriptions”) for each staff member, Direct Contact Volunteer and Direct Contact Contractor position at the College. Each position description clearly states:

- the College’s commitment to child safety
- the duties and tasks of the role, including any specific requirements, duties and responsibilities relating to child protection for those in the position
- the qualifications, experience and attributes applicants must have, including any requirement to have a Blue Card
- the level of responsibility and supervision with the position
- that there is a clear expectation that staff, Direct Volunteers and Direct Contact Contractors must have and maintain a commitment to child safety.

Duty statements for Direct Contact Volunteers roles are more concise than those for staff members, and include a description of the role, the expectation to provide a safe and supportive environment for students,

and the requirement to comply with the College Statement of Commitment to Child Safety and Wellbeing and the Student Protection Codes of Conduct.

### **Assessing the Suitability of Potential Staff, Volunteers or Contractors**

Assessing suitability to work with children and young people requires more than just criminal background checking. Blue Cards are a useful tool to keep children and young people safe, however it is only one part of creating a child safe environment.

Mount Alvernia College uses a range of screening procedures to assess the suitability of potential staff, Direct Contact Volunteers and Direct Contact Contractors, including:

- the Blue Card screening
- personal identity verification and background checking
- verification of professional or other qualifications relevant to the job
- an examination of their history of child-connected work
- verbal reference checking that addresses the person's suitability for the job, and working with children and young people
- specific selection criteria concerning attitudes to and application of child protection measures to which applicants must respond
- values-based interviewing.

For more information refer to our [Screening and Suitability Assessment Procedures](#).

### **Child Safe Recruitment and Other Legislation**

Our recruitment practices are subject to State and Federal anti-discrimination legislation and the requirements of the Privacy Act when obtaining, using, disclosing, and storing information from applicants and referees.