BRADSHAW DANCE AND CHEER



# Child Safe Recruitment,Induction and Training Policy

| Title | Content |
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| **Purpose** | * To make sure that Bradshaw Dance and Cheer hire and keep staff who are suitable and who put children’s safety and wellbeing first
* To set out clearly our requirements and procedures for child safe recruitment, induction and training
* To provide clear processes for staff screening checks that are in line with the Working with Children Check requirements under the Child Protection (Working with Children) Act 2012 (NSW) and Child Protection (Working with Children) Regulation 2013
* This policy meets the NSW Child Safe Standards, which requires us to have a child safe recruitment, induction and training policy and procedures in place
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| **Who the policy is for and what it applies to**  |  This policy applies to: * The paid workers, volunteers and work placement students, referred to as ‘staff’ throughout this policy
* Third parties including contractors, subcontractors, self-employed persons, employees of a labour hire company, referred to as ‘staff’ throughout this policy
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| **What is the process for child safe recruitment?** | * Bradshaw Dance and Cheer practice child safe recruitment and only hire people who we assess as being suitable for the job
* Anyone whose job involves contact with children must be caring, loyal and capable
* They must have the skills, qualifications and experience to implement our vision and program
* We promote our commitment to child safety and wellbeing as a way to attract staff who have the same commitment.
* Our job advertising includes our Statement of Commitment to Child safety and Wellbeing, a requirement under the NSW Child Safe Standards
* We spend time considering who we are looking for.
* Our job description and job advertisement describe who we are looking for and what they need to bring to the role
* We use face-to-face interviews to explore shortlisted candidates’ background, work history, skills and values, and to evaluate their suitability to work with Children
* Our interviews are structured, and questions are prepared in advance
* Successful candidates are given a probationary period of 6 months, which gives us the opportunity to check the new staff member is committed to children’s safety and wellbeing
* Before employing any new staff (including volunteers and students), we check their suitability for the job All shortlisted candidates must provide us with two referees.
* We ask the referees about the candidate’s work history, attitude to child safety and their suitability for working with children

**When to use this procedure** * When a new position is being created
* When an existing position is being updated
* When recruiting for a new position or an existing vacant position

**Preparing a job description** The approved supervisor prepares the job description, in consultation with other staff where appropriate The job description must: * Summarise the job
* State formalities (e.g., location; full-time, part-time, casual; hours per week, any requirements to work after hours or on weekends; salary and benefits; who position reports to/supervises)
* Describe our organisation, culture and approach to keeping children safe
* Describe the job’s day to day duties and responsibilities, including to providing a child safe environment is a critical part of the role
* Describe the skills, qualifications, values and experience required to perform the job and whether these are mandatory or desirable criteria (e.g., first aid, child protection training)
* Identifies whether a WWCC is required (will almost always be required)
* List at least 3 (no more than 10) objectives of the role (intended results or outcomes the staff member is expected to meet)

Advertising a job * If advertising internally
	+ The approved supervisor may advertise jobs internally via email ‘Expression of Interest’ application process
	+ This process gives current staff members the chance to be considered for the role
* If advertising externally
	+ The approved supervisor may advertise jobs externally through, for example:
		- Professional networks
		- An employment agency
		- Social media (e.g., LinkedIn, Facebook)
		- Online job advertising services (e.g., Seek, Indeed)
* Write the job advertisement
	+ The approved supervisor writes the job advertisement in clear, concise and non-discriminatory language
* The job advertisement must contain:
	+ The title of the position
	+ A short description of our organisation, culture and approach to keeping children safe
	+ A statement that we are an Equal Opportunity Employer
	+ Our Statement of Commitment to Child Safety and Wellbeing
	+ A summary of the role and conditions of employment
	+ The essential and desirable criteria, including experience, qualifications and skills
	+ Advice that the successful applicant will need to undergo a successful WWCC
	+ Information about what information applicants should provide in their applications, including:
		- Cover letter o Suitability for the job
		- CV/resume
	+ The names and contact details of at least 2 referees
	+ Advice that candidates will be asked to disclose any information relevant to their eligibility to engage in activities involving children
	+ The name, phone number and/or email address of the job’s contact person
	+ How to apply and the closing date Assessing candidates for a job
* The approved supervisor assess candidates for the role .
	+ Review written applications
	+ Check that the candidate has the essential criteria
	+ Assess whether the candidate has demonstrated they are suitable for the job.
	+ Consider:
	+ Work history and experience (volunteering, paid work or in personal/family life)
	+ Qualifications and professional development completed
	+ Personal attributes
	+ Values and attitudes to children, including to children’s safety
* Shortlist candidates
* Conduct interviews
	+ Tell the candidates about the job and our service
	+ Ask the candidate about:
		- What motivates them to work with children
		- Their work history
		- The skills and experience they will bring to the service
		- Their approach to teaching and caring for children
		- How they manage difficult situations
		- How they respond to direction and supervision, including when related to child safety (the answer should be that child safety is the number one priority)
		- Their work style, personal values and beliefs, and how they function in a team
		- Their understanding of child safety and child protection
	+ Do not ask any discriminatory or illegal questions that would require the candidate to reveal specific personal or health information (e.g., about gender, sexuality, marital status, age, pregnancy, family responsibilities)
	+ Answer any questions from the candidate
	+ Tell the applicant about the next steps in the selection process
	+ Get permission to contact the candidate’s referees
* Select most suitable candidate
* Check their qualifications, work history and referees
* It is preferable if the referees are people who have directly supervised the candidate in child-related work. However, if the candidate is new to child related work or has just left school, character references are acceptable (if not from family members)
* Ask the referees:
	+ o How they know the candidate o o o o o o o o
	+ Whether they have directly supervised the applicant and directly observed their work with children
	+ Whether or not the candidate has been the subject of a disciplinary action or engaged in any concerning or unacceptable behaviour
	+ What skills and characteristics the candidate can bring
	+ About the candidate’s strengths and weaknesses
	+ The candidate’s response to supervision and direction
	+ Whether they would employ the candidate again
	+ Whether they have any concerns about the candidate working with children
	+ To give an example of a time when they observed the candidate managing a child with challenging behaviours
* Conduct screening checks - verify the WWCC in line with our WWCC Procedure before making any offers of employment

Making an offer of employment * Decisions about employment
* The selection nominated supervisor make a recommendation to appoint their preferred candidate
* The approved Director makes the final decision about the appointment, including the terms and conditions of the employment
* If approved, the approved supervisor makes a written offer of employment to the candidate
* The approved supervisor gives the candidate:
	+ • A contract of employment with the specific terms and conditions of their employment, including a set probationary period of 6 months during which the new staff member may be dismissed or resign without repercussion
* The candidate must provide the approved supervisor with:
	+ Proof of ID
	+ A signed contract of employment
	+ Their WWCC registration number or card
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| **What is involved in the induction process?** | * All new staff (including volunteers and students) are inducted
* At induction, staff are told how to access our policies and procedures
* Our induction program includes information on:
	+ Our service
	+ The staff member’s team/s and role
	+ Our commitment to child safety and well-being.
	+ Staff must sign our Child Safe Code of Conduct and acknowledge in writing that they understand, and will follow, all of our child safe policies and procedures
	+ Emergency and evacuation procedures
	+ The structure to support new staff members, which includes arranging regular meetings with their supervisor/s and scheduled probationary meetings Staff must acknowledge that they understand and can follow our policies and procedures

PROCEDURE Inducting new staff When to use this procedure * When recruiting for a new position or an existing vacant position
* After a person has accepted a position
* When a new staff member starts or if a current staff member returns to our service after an extended period of absence
* Do a tour of the service with the new staff member (including volunteers, students and third-party contractors) and introduce them to other staff members, children and families
* Give information about emergencies, evacuations and first aid:
	+ Where we keep the first aid kits, and children’s medication
	+ Emergency and evacuation procedures, including the location of emergency equipment, emergency plans and diagrams, exits and assembly points
* Tell the new staff member how to access our policy and procedure manual, which includes:
	+ Child Safe Code of Conduct. - a copy must be signed by the new staff member and given to the supervisor for induction process.
	+ Statement of Commitment to Child Safety
	+ Child Safe Policy
	+ Child Safe Risk Management Plan
	+ Child Safe Reporting Policy
	+ All other policies and procedures that are relevant to the new staff member’s role
* Get written acknowledgement that the staff member has reviewed and understands our child safe policies and procedures
* Discuss the new staff member’s role:
* Give all necessary logins
* Industrial award/agreement, hours, overtime, leave and payroll processes (taxation, superannuation and salary).
* Check all paperwork is completed, performance expectations, acceptable and not acceptable behaviour, child safety/protection requirements
* Organise training on the policies and procedures the new staff member needs to know (including all the child safe policies and procedures)
* • If necessary, organise work shadowing (have the new staff member watch an experienced staff member do the job while they are learning)

Organise support for the new staff member: * Tell the new staff member who they can ask for help
* Organise meetings with their manager/supervisor in the short-term
* Book two probationary reviews to discuss the new staff member’s performance and give feedback
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| **What does training involve?** | We develop and reinforce the knowledge and skills of our staff through a structured program of professional development Each program is tailored to the staff member’s individual needs and aspirations * We have a collaborative approach: the program is developed by the staff member and their supervisor The program covers any mandatory and desirable training, including for:
	+ Child safety and child protection laws and our obligations under them (including reporting)
	+ Identifying, assessing and managing risks
	+ Compulsory training required by industry standards or legislation
	+ Work health and safety, including emergency and evacuation plans and procedures
	+ All the other policies and procedures that the staff member needs to understand for their job

PROCEDURETraining When to use this procedure * When a new staff member starts or if a current staff member returns to our service after an extended period of absence
* To manage the training and professional development activities of existing staff
	+ Establish a professional development program that:
		- Is tailored to the staff member’s individual needs and aspirations
		- Is developed collaboratively with the new staff member and their supervisor
		- Covers any mandatory and desirable training (e.g. child protection, first aid, cultural safety/competence)
		- Covers training on risk management, our policies and procedures (including child safety/protection)
* Select the most appropriate form of training, for example:
	+ Mentoring by other more experienced staff
	+ Job shadowing
	+ In-house workshops run by an external trainer
	+ External workshops, seminars, conferences etc
	+ Online courses
	+ Accredited training, (online and in person)
	+ On-the-job training (e.g., through changes in role or through exchange of information between staff)
	+ Resources (guides, websites, books, movies, documentaries etc)
	+ Team meetings and discussions
* Book in performance appraisals with staff members and their supervisor
	+ Give staff at least 2 weeks’ notice
	+ Use the appraisal process to:
		- Check staff are aware of their duties and responsibilities
		- Discuss the expected level of performance in the role and, if necessary, clarify the job’s role and responsibilities
		- If poor performance is an issue, show evidence and set out a plan to improve future performance and/or give formal warnings
		- Review progress on their professional development program, add new goals or new training/development needs
		- Allow for the staff member to provide feedback (e.g. on their role and responsibilities, supervision and staffing arrangements, risk management, systems, policies and procedures, culture at the organisation, professional development opportunities, organisational management and governance, the performance appraisal process)
	+ Document the meeting and any actions arising
	+ Keep records relating to appraisals confidential and stored according to our record keeping policies
* Organise ongoing mentoring, support and advice:
* Encourage the new staff member to speak up if they see something that concerns them or thinks things could be done differently
* Assign a mentor to less experienced staff members
* Ensure staff have completed all mandatory training
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| **Next review date** | January 31st 2026 Responsible Officer – Coralie Byrnes |