



Christmas Hills Primary School

STATEMENT OF CHILD SAFE RECRUITMENT PROCEDURES

March 2019

Christmas Hills Primary School is committed to child safety, and to this end will recruit, train, supervise and monitor our staff to ensure our students remain safe.

Jobs and Positions at Christmas Hills Primary School

- Each job at Christmas Hills Primary School has a statement that sets out the job's requirements, duties and responsibilities regarding child safety, and the job occupant's relevant qualifications, experience and attributes in relation to child safety. These statements will be completed and distributed to current job occupants by Performance and Development Plan mid-cycle 2016.
- Jobs and Positions at Christmas Hills Primary School may include:
 - Principal
 - Classroom Teacher
 - Wellbeing Officer/Classroom Teacher
 - Education Support (Business Manager)
 - Education Support (Integration Aide)
 - Casual Relief Teacher

Recruitment at Christmas Hills Primary School

- Each position or job advertised for Christmas Hills Primary School will include a statement on child safety and the school's response to child safety, including the Code of Conduct. Each advertisement will be accompanied with the statement "Christmas Hills Primary School is a Child Safe school".
- All teachers including Casual Relief Teachers will submit their Victorian Institute of Teaching card showing full registration prior to commencing work at their school, alongside their current Victorian Driver's Licence.
- All Education Support staff, volunteers, parent helpers and external educators will submit their current Working With Children check prior to commencing work at Christmas Hills Primary School.
- All staff will be inducted into the school's Child Safe culture and Code of Conduct prior to commencement.
- All staff will be required to sign the Child Safe Code of Conduct prior to commencement.
- Supervision and training for all staff will include Child Safe practices.

Policy Review

This policy will be reviewed annually as part of the school's periodic review cycle.