

Muhammadiyah Australia College

CHILD SAFETY RECRUITMENT POLICY



Endorsed on:	April 2026
Endorsed by:	Board of Directors
Next Review:	April 2027

Purpose

The purpose of this policy is to ensure that Muhammadiyah Australia College recruits staff and volunteers who are well qualified, suitable to work with children and committed to upholding the safety and wellbeing of all children and young people in our care.

This policy explains how we recruit, screen, and induct staff and volunteers to help prevent child abuse and keep students safe. It ensures we only employ people who are suitable to work with children and shows our commitment to providing a safe, inclusive, and respectful environment where every student is protected and valued.

This policy has been developed in accordance with Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises (Ministerial Order 1359) which requires all Victorian schools to implement proactive strategies to prevent child abuse and promote child safety.

Scope

This policy applies to recruitment of all engaged in child-connected or child related work and includes:

- Teaching staff including teachers holding Permission to Teach
- Non-teaching staff in administrative and support roles including teacher aides
- Senior Leadership
- Volunteers
- Contractors engaged in child-connected work
- Members of the College Board

Definitions

Child-connected work:

As defined under Ministerial Order 1359 *child connected work* means work authorised by the College board that is performed by an adult (18 years and over) in a school environment (e.g. excursions, camps, sports events) while children are present or reasonably expected to be present.

Child-related work:

Under the *Worker Screening Act 2020 (Vic)* a person is engaged in *child-related work* if:

- the work is of a kind set out in Schedule 1 of the Act which includes work in education services, religious organisations, coaching, counselling, etc.
- the work usually involves direct contact with children which may be physical, face-to-face, written, oral or electronic communication, and
- the contact is not occasional direct contact that is incidental to the work.

Policy

Muhammadiyah Australia College is committed to recruiting personnel who are appropriately qualified and are suitable to work with children and who will uphold and comply with the Child Safe Standards as required under Ministerial Order 1359.

The College will implement the following processes:

Each job advertised for College staff who will be engaged in child connected or child-related work have a clear statement that sets out:

- a) the requirements and duties of the job and the responsibilities regarding child safety and wellbeing
- b) the essential or relevant qualifications, experience and attributes in relation to child safety and wellbeing; and
- c) the College's commitment to child safety.

All child connected or child-related positions (including volunteers) for the College will be informed about the College's child safety practices, Child Safety Policy (including the Child Safety Code of Conduct) and mandatory or other reporting obligations.

College staff who are required to hold a Working with Children clearance in accordance with the Worker Screening Act 2020 must provide evidence of a current clearance, or any equivalent background check; and

All staff will be required to provide:

- a) proof of the person's identity
- b) information about any essential or relevant professional or other qualifications
- c) the person's history of work involving children; and
- d) references that address the person's suitability for the job and for working with children.

The College need not comply with the requirements outlined above if it has already made reasonable efforts to gather, verify and record the information set out in steps (a) to (d) above about a particular individual within the previous 12 months.

The Principal will ensure that appropriate supervision or support arrangements are in place in relation to:

- the induction of new staff and volunteers about the College's policies and procedures, specifically the Child Safety Policy, Child Safety Code of Conduct, Privacy Policy and child safety reporting requirements
- relevant and appropriate training in relation to mandatory and other reporting obligations and the Child Safe Standards as a whole
- monitoring and assessing a job occupant's continuing suitability for child connected or child-related work through observational and/or formal performance appraisals
- procedures for managing complaints and concerns related to child abuse.

When engaging a contractor or external service provider to perform work or deliver services to the College, particularly in child-connected or child-related areas, the Principal will ensure that all relevant documentation such as service agreements, procurement statements, and related policies, explicitly outlines our commitment to child safety and Ministerial Order No. 1359.

All such service agreements or procurement statements must include:

- the expectation that all personnel engaged in child-connected work must uphold child safety requirements and behave in accordance with the College's Child Safety Policy and Code of Conduct;
- specify obligations regarding Working with Children Clearances (or an alternative suitability checks); and
- include provisions for responding to child safety concerns or breaches of conduct.

Implementation

When recruiting or engaging new personnel for child-related or child connected work at the College, the Principal or their delegate must consider the following:

- i. Person's motivation to work with children and young people
- ii. Their history of working with children and young people
- iii. Obtain proof of personal identity and any professional or other qualifications
- iv. Verify their VIT registration or Working with Children Check clearance
- v. Obtaining a National Police Clearance and/or International Penal Clearance (for those who are new to Australia and have lived overseas)
- vi. Confirm their suitability to engage in child-related and/or child-connected work through minimum of two Professional Referee checks
- vii. Their understanding of professional boundaries and of child safety and the need to protect, empower children and young people and each adult's responsibility towards preventing child abuse and creating a child safe environment

The College will follow the process detailed in Appendix 1 when employing or engaging personnel for child-related or child-connected work at the College.

Communication

This policy will be communicated to our school community in the following ways:

- Provided to staff at induction and staff training
- Discussed at staff meetings/briefings as required
- Made available publicly on our College website
- Made available in hard copy from College administration upon request

Relevant legislation

- *Children, Youth and Families Act 2005 (Vic).*
- *Education and Training Reform Act 2006 (Vic)*
- *Child Wellbeing and Safety Act 2005 (Vic)*
- Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises
- *Worker Screening Act 2020 (Vic)*

Related Policies

- Child Safety Policy
- Child Safety Code of Conduct

- Child Safety Mandatory and Other Reporting Obligations Policy
- Child Safety Volunteer Policy
- Child Safety Visitors Policy
- Child Safety Complaints Policy
- Child Safe Standards Risk Register
- Duty of Care Policy
- Working with Children Clearance Policy and Procedures

Appendix 1 – Recruitment Process

The following process must be followed when recruiting personnel. Relevant comments or actions required and the name or initials of the person verifying information can be recorded on this form. This record must be retained by the College for future reference.

Step 1: Transparency and natural justice in the recruitment process	Yes/No – add comments
The College has reviewed its position description to reflect the child safe standards including the College’s commitment to the safety, participation and empowerment of all students.	
<p>The applicant has been provided with a statement that sets out the job’s requirements, duties and responsibilities regarding:</p> <ul style="list-style-type: none"> • child safety (including any experience they have working with children with diverse needs and/or backgrounds), and • essential or relevant qualifications, experience and attributes in relation to child safety. 	
The applicant has been informed about the College’s child safety practices including the Child Safety Code of Conduct.	
The applicant been informed of their role in ensuring a child safe environment and their experience working with children.	
The applicant has been informed that appropriate rigorous reference and background checking will be undertaken including a Working with Children Clearance, police record, VIT registration status and identity check.	
Our employment contracts, service agreements, procurement statements explicitly outline the College’s commitment to the Child Safe Standards – Ministerial Order 1359; Code of Conduct and other relevant child safety policies and procedures that the person is required to adhere.	
Step 2: Verifying the person’s identity, suitability, qualifications	Yes/No – add comments
A minimum of two forms of personal identification been checked, e.g. driver’s license, international passport, birth certificate, etc.	
The applicant has provided an original academic transcript or qualification/s that confirms their claims about their qualifications and/or registration/s.	
If the applicant is registered by the Victorian Institute of Teaching (VIT), their registration has been verified and is current through the VIT online portal.	
A copy of the applicant’s current Working with Children Clearance has been sighted and recorded using the online portal provided by Department of Justice.	
Any unexplained gaps in the applicant’s employment/professional history have been queried/investigated and satisfactory explanations have been provided such as travel, study leave, family leave, etc.	

<p>The applicant has nominated at least two referees including:</p> <ul style="list-style-type: none"> • the current or most recent employer, and • direct supervisor/line manager. 	
<p>Is there any personal relationship between the applicant and his or her previous supervisor/manager? (This may affect the objectivity of the reference.)</p>	
<p>Referee checks have been conducted to ensure that the work history and previous employment details the applicant has provided are accurate.</p> <p>The following questions should be asked of each referee:</p> <ul style="list-style-type: none"> • Has the referee directly supervised the applicant and observed their work with children? • Would the referee employ the person again? • Did a referee have any concerns about the applicant working directly with children? • Did a referee have any concerns about the applicant's adherence to the Code of Conduct regarding child safety? 	
<p>Referee(s) have also been asked to comment about a time when they observed the applicant managing the behaviour of a child?</p>	
<p>Referee(s) have been contacted directly to confirm authenticity where a written reference was provided.</p>	
<p>Does the applicant have experience working with children outside their employment (e.g. volunteering, private tutoring or coaching, non-commercial child-minding etc.).</p>	
<p>Have you included a question as part of the recruitment/interview process on whether the applicant has any criminal convictions, cautions, other legal or pending cases, including formal disciplinary action, which may affect their suitability to work with children?</p>	
<p>A police record check (which includes identity check) has been completed.</p> <p>(It may be necessary to request a penal clearance from countries outside of Australia where the applicant has lived in if they recently arrived in Australia and may not have any criminal history here).</p>	
<p>Confirmation should be sought that the applicant has read the College's commitment to child safety and understand the Child Safety Code of Conduct and their reporting obligations.</p>	
<p>Step 3: Induction and ongoing suitability to engage in child-related or child-connected work</p>	<p>Yes/No – add comments</p>
<p>Induction has been completed which includes the following:</p> <ul style="list-style-type: none"> • Child Safety Policy • Child Safety Code of Conduct • Child Safety Mandatory and other Reporting Obligations Policy • Privacy Policy 	

<ul style="list-style-type: none"> • Child Safety training (i.e. Mandatory Reporting, recognising signs of harm) • Participated in specific training on cultural safety • Briefing on students with special needs/disabilities/vulnerabilities – Asthma/Anaphylaxis/Medical conditions 	
<p>Acknowledgement of Child Safety Code of Conduct requirements.</p>	
<p>Observations and supervisions in place during probation or early engagement period (as applicable).</p>	
<p>No Concerns raised during early engagement or probation period regarding person’s conduct that would render them unsuitable to engaged in child-related or child-connected work.</p>	
<p>Any concerns or complaints received about the person have been appropriately documented, investigated and reported.</p>	