



## Recruitment of Educators Policy

**Policy Number:** 30  
**Date Updated:** 3/2/16

### **Rationale and Policy Considerations**

The education and care service understands how the recruitment and selection of child care professionals affects the health and wellbeing of children, families and peers. The education and care service seeks to promote diversity and equity, and in this regard considers it is crucial to establish legal and ethical recruitment and selection policies and practices. The service endeavours to establish decision making processes for staff selection that are transparent and which clearly define accountability.

The service has an understanding of equal employment opportunities legislation; the Fair Work Act and other relevant award/enterprise agreement conditions; and the requirements for staffing the education and care service contained within the Education and Care Services National Law. The service also understands its responsibilities under Occupational Safety and Health law to ensure workers are suitably qualified for their work, and are given adequate supervision and on the job training to enable them to work safely.

Education and care services also need to be child safe. This requires a selection process that attracts positive role models for children and people who will embrace the child protection principles held by the service. The service will therefore be vigilant in the recruitment and selection of staff and volunteers to reduce the risk of appointing unsuitable people.

### **Legislation and Government Requirements**

- Education and Care Services National Law (WA) Act 2012
- Education and Care Services National Regulations 2012
- Fair Work Act 2009
- Federal and State Occupational Safety & Health Legislation
- Federal and State Equal Opportunity Legislation

### **Needs**

#### **Children's**

Continuity of care; child safe environment; warm and caring educators; educators with appropriate knowledge to provide educational learning programs and developmentally appropriate routines.

#### **Families'**

Introductions to new educators/employees; opportunities to communicate openly with educators; confidence that the service only appoints suitable educators/staff or volunteers.

#### **Educators**

Fair selection procedures; secure employment; fair conditions of employment; people who can work as part of a team; recognition of qualifications and experience; support from the employer to become familiar with workplace policies and procedures.

#### **Management**

To attract suitably qualified and experienced child care professionals to the service; to appoint the best applicants to the positions available; to oversee an ethical and non-discriminatory selection process; to ensure continuity of educators to maintain quality education and care for families.

### **Scope**

This policy is written for children, families, staff and visitors of Lifestreamers Childcare.

## **Policy Statement**

Lifestreamers Childcare aims to provide a high quality service where staff are employed, based on their ability to meet the needs of the children and families we serve. New staff will need to meet legal requirements as well as the specific criteria for the position they fill. Lifestreamers Childcare is an equal opportunity employer and as such will employ staff based on their experience and performance over a trial period.

Educator/staff and volunteer recruitment at the service will be conducted in a fair and consistent manner which is ethically and legally responsible, reflects equal employment opportunity legislation and aims to appoint the best person available for the position advertised. All educators/staff and volunteers offered a position at the service will be screened carefully to identify individuals who would pose an unacceptable risk to children and the organisation. Recruitment planning is viewed as an on-going process which complements performance reviews and professional development opportunities.

The policy also aims to ensure:

- the continuity of educators/staff to maintain quality education and care for children and families;
- sufficient numbers of educators/staff maintained to meet all regulatory requirements;
- volunteers are used to augment educators/staff and add specific skills or attributes to the service; and
- educator/staff selection procedures are transparent and clearly accountable.

## **Policy Principles**

### **Staffing**

- The approved provider will ensure that the service is appropriately staffed at all times to meet all requirements of the Education and Care Service National Law Act.
- Only educators that are working directly with children will be included in calculating the educator to child ratios for the service.
- The approved provider will employ sufficient educators/staff to implement the service's Supervision Policy.
- The following criteria may highlight the need for recruitment:
  - the need for specialised skills, abilities or knowledge such as early childhood teachers, managers, cooks, support workers for children with additional needs, volunteers with special skills or office assistants;
  - development or review of a list of reliable relief educators/staff that may be required when permanent educators/staff are unable to work;
  - the result of a change in service provision such as a service catering primarily for pre-school age children expanding to include school age children and therefore needing to employ additional educators with experience/qualifications in school age education and care.

### **Potential selection criteria**

- required qualifications including degrees, diplomas, first aid certificates;
- child protection requirements such as 'working with children' or national police checks;
- required personal attributes;
- required years of relevant working experience for the position;
- age requirements for the position
- required references.

### **Advertising**

- All employment positions will be advertised according to equal employment opportunity legislation and will request applications in writing that address the selection criteria for the position and include the names and contact numbers of two referees. Applicants will be asked to contact the service for an Application Kit which will include:
  - information about the service including the service's philosophy
  - information about the selection process, reference and qualifications checks etc;
  - job description;
  - selection criteria;
  - educator code of ethics;

- name and contact details for further information;
- closing date;
- address for applications.
- The service considers which media is most appropriate for each position to be advertised. This may include: newspapers, websites, student guilds, employment agencies, local networks or associations, child care publications etc.
- The nominated supervisor will ensure that the position's job description:
  - reflects the service's philosophy or statement of principles;
  - outlines the roles, responsibilities and accountability of the position;
  - accurately describes the requirements of the position;
  - lists all relevant qualifications and clearances to meet legislated requirements;
  - is current and pertinent to the position.

### **The Selection Process**

- A selection panel will be formed comprising of at least two people from: the approved provider, the nominated supervisor/coordinator, educator/staff member.
- The selection panel will evaluate each application in accordance with the selection criteria, short list those applicants who meet the selection criteria, and develop interview questions which address each selection criteria.
- Applicants that have not been shortlisted will be contacted and advised of their unsuccessful application.
- The shortlisted applicants will be invited for interview. Each applicant will be asked the same questions and their responses noted by the panel. Each applicant will be treated fairly, courteously and equally. Applicants will be provided with information about the conditions of employment of the position and given opportunities to raise their own questions.
- The service aims to recruit staff and volunteers who are positive adult role models, who have healthy self-esteem, stability and positive interests in their lives, as by actively seeking these positive attributes in candidates the service will be effectively screening out unsuitable people.
- After the interviews the panel will determine which applicants most fully meet the selection criteria.
- Potential applicants will be asked to do two paid casual shifts
- If applicant appears to work well within the team and with the children the service will:
  - always conduct reference checks;
  - check two forms of identification;
  - ask for a verified academic transcript of qualifications or check details with the educational institution;
  - carefully look at the applicant's employment history and seek explanations (e.g. travel, study leave) for any gaps;
  - ensure the applicant has a current working with children or criminal history check.
- The panel recommendation will then be made to the approved provider and after approval from the approved provider the applicant will be offered the position.
- A letter of appointment will be sent to the successful applicant detailing:
  - the position;
  - award or enterprise agreement coverage;
  - wages, salary and other benefits;
  - date and time of commencement;
  - term of contract (if applicable);
  - contact person;
  - probationary period of three months
- After the appointment has been made and accepted those interviewed will be notified that the position has been filled.
- Prior to commencement of employment the new employee will be given a written contract of employment; a copy of their conditions of employment, and job description for the position.
- During the probation period, employees will need to demonstrate/provide/read:
  - initiative
  - efficiency with tasks

- ability to follow instructions
- working as part of a team
- A Working with Children Card
- First Aid Certificate
- Asthma and anaphylaxis training certificate
- Child protection training
- IM ALERT training
- Read NQS and Relevant Regulations
- Read policies
- New staff will have a monthly meeting the coordinator to discuss concerns, training needs, goals and progress. The 12 week review will assess the Key Performance Indicators and is the same review that permanent staff have every 12 months.
- Lifestreamers Childcare will reserve the right to terminate employment after three months if Key Performance Indicators are not being met or any of the above requirements have not been satisfactorily addressed.
- At the completion of three months and subject to performance, child numbers and peer feedback, new staff will be offered a permanent contract.

#### **Casual and Relief Educators**

- A list of relief and casual employees will be maintained by the nominated supervisor. The list will identify each person's qualifications, relevant clearances with expiry dates, dates of previous work at the service and room/age grouping in which they worked.
- Each person on the relief and casual employees list will be contacted regularly to confirm their continuing availability.
- The service will regularly advertise for new relief or casual staff, to ensure the most experienced and qualified persons are available.
- Contacts will be sought through local networks, to identify pools of relief staff with other education and care services.

#### **Related Documents**

- [Education and Care Services National Law Act 2010\(Vic\)](#) - Section 3(2)(b); 3(3)(a)(b)(c)(f); 106; 108; 109; 161; 162; 169
- [Education and Care Services National Regulations](#): 46-47 131-135; 136-154.
- [National Quality Standard for Early Childhood Education and Care and School Age Care \(Nov 2010\)](#) - Element 2.3.1; Standard 4.1; Standard 4.2; Standard 7.1;
- [Early Years Learning Framework for Australia](#) - Principles - Ongoing learning and reflective Practice: Holistic Approaches
- [Framework for School Age Care in Australia](#) - Principles - Ongoing learning and reflective Practice: Holistic Approaches
- Application kit
- Educator/staff Code of Ethics
- Interview questions
- Job descriptions
- Letter of appointment pro-forma

#### **Links to other policies**

- Confidentiality and Privacy
- Diversity and Inclusion
- Educator/Staff Appraisal Training and Development
- Educator/Staff Dress Code
- Educator/Staff Grievances and Disputes
- Educator/Staff Immunisation
- Educator/Staff and Volunteer Orientation
- Equal Opportunity

- Establishing a Protective Environment
- Occupational Safety and Health
- Supervision

#### Sources

[www.pscalliance.org.au](http://www.pscalliance.org.au)

#### Further Sources

**Australian Human Rights Commission - *Federal Discrimination Law*** - Retrieved 16 May 2011, from [www.hreoc.gov.au/legal/FDL/index.html](http://www.hreoc.gov.au/legal/FDL/index.html)

**Cross, C. & Morton, S. - Human Resources Management Checklist** - Retrieved 16 May 2011, from <http://www.pscwa.org.au/getdoc/d4f3ca91-a179-4de0-bbf1-42e01bf9d608/HumanResourceManagementChecklist.aspx>

**DEEWR Child Care Service Handbook 2011 - 2012; Section 6.7 What are my service's responsibilities to educators?** Retrieved 9 May 2012, from [www.deewr.gov.au](http://www.deewr.gov.au)

**Denny, C. Morton, S. & Thompson, R. - Staff Recruitment and Evaluation for Child Care Centres (2007)** - Retrieved 16 May 2011, from PSCWA member page - [www.pscwa.org.au](http://www.pscwa.org.au)

**Early Childhood Australia (ECA) (2006) *The Code of Ethics*** - Retrieved 16 May 2011, from [http://www.earlychildhoodaustralia.org.au/code\\_of\\_ethics/early\\_childhood\\_australias\\_code\\_of\\_ethics.html](http://www.earlychildhoodaustralia.org.au/code_of_ethics/early_childhood_australias_code_of_ethics.html)

**Fair Work Australia** - portal to access information about the Fair Work Act 2009 - Retrieved 16 May 2011, from <http://www.fwa.gov.au/>

**Flemming, I & Morton, S -- Staff Recruitment and Evaluation for Outside School Hours Care Centres (2007)**- Retrieved 16 May 2011, from PSCWA member page - [www.pscwa.org.au](http://www.pscwa.org.au)

**Staff Recruitment and Evaluation for Family Day Care Schemes (2007)** - Retrieved 16 May 2011, from PSCWA member page - [www.pscwa.org.au](http://www.pscwa.org.au)

**Worksafe ACT - *Links to national health and safety sites, and national worker's compensation sites*** - Retrieved 16 May 2011, from <http://www.worksafety.act.gov.au/links>

#### Document History

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