



P4-07: Staff Selection, Recruitment & Induction Policy

Queanbeyan & District Preschool Association aims to implement a robust, well-planned recruitment process to ensure we select the best person for the position and the needs of our early childhood education service. We aim to engage employees who are suitably qualified, experienced and passionate about the early years. Our *Staff Selection, Recruitment & Induction Policy* outlines our processes to ensure they are aligned with legislative obligations, QDPA's values and support diversity and inclusion.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 4: STAFFING ARRANGEMENTS		
4.1	Staffing arrangements	Staffing arrangements enhance children's learning and development.
4.1.1	Organisation of Educators	The organisation of educators across the Service supports children's learning and development.
4.1.2	Continuity of staff	Every effort is made for children to experience continuity of Educators at the Service.
4.2	Professionalism	Management, educators and staff are collaborative, respectful and ethical.
4.2.1	Professional collaboration	Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills.
4.2.2	Professional Standards	Professional standards guide practice, interactions and relationships.
QUALITY AREA 5: RELATIONSHIPS WITH CHILDREN		
5.1.1	Positive educator to child interactions	Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.
QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defined and understood and support effective decision making and operation of the service.
7.2.3	Development of professionals	Educators, co-ordinations and staff members' performance is regularly evaluated, and individual plans are in place to support learning and development.



EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
4	Definitions
84	Awareness of child protection law
188	Compliance directions
Part 4.4	Staffing Arrangements
Division 7	Approval and determination of qualifications
Division 9	Staff and educator records—centre-based services

RELATED LEGISLATION

NSW Anti-Discrimination Act 1977	Fair Work Act 2009
Federal and State Occupational Safety and Health Legislation	Federal and State Equal Opportunity Legislation and any other relevant industrial awards
Education and Care Services National Law Act 2010	Children and Young Persons Act 1998
Sex Discrimination Act 1984	Child Care Subsidy Secretary's Rules 2017
Age Discrimination Act 2004	Disability Discrimination Act 1992
Racial Discrimination Act 1975	A New Tax System (Family Assistance) Act 1999
Family Law Act 1975	

RELATED POLICIES

Child Safe Environment Policy Child Protection Policy Code of Conduct Policy Dealing With Complaints Policy	Governance Policy Privacy and Confidentiality Policy Staffing Arrangements policy
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Links

Education and Care Preschools National Regulations	4, 84, Part 4.4, Division 7, Division 9, Division 10
National Quality Standard (NQS)	4.1.1, 4.1.2, 4.2.1, 4.2.2, 5.1.1, 7.1.3, 7.2.3
NSW Anti-Discrimination Act 1977	Fair Work Act 2009
Federal and State Occupational Safety and Health Legislation	Federal and State Equal Opportunity Legislation and any other relevant industrial awards
Education and Care Associations National Law Act 2010	Children and Young Persons Act 1998
Sex Discrimination Act	NSW Anti-Discrimination Act 1977



RELATED POLICIES

QDPA Code of Conduct Employment Conditions Policy Dispute & Grievance Policy Child Protection Policy	Retention & Storage of Records Policy Finance Policy Students & Volunteer Policy
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PURPOSE

We aim to ensure the most suitability qualified, experienced and reliable staff are employed at QDPA. We are committed to ensuring we meet all legislative and regulatory requirements including the Education and Care Services National Law, Children and Young Persons Act, Fair Work Act and Anti-Discrimination Act.

QDPA is committed to be a child safe Education and Care Service and aims to implement the 10 Child Safe Standards as recommended by the National Office for Child Safety. Our robust recruitment, probation and induction/orientation processes play a vital role in protecting children from harm. Further information on this can be found in the *QDPA Child Protection Policy* and the *QDPA Child Safe Environment Policy*

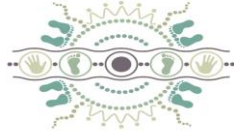
QDPA values workplace diversity and inclusion and we strongly encourage applicants from Aboriginal and Torres Strait Islanders, women, and individuals with disability. Recruitment and selection of staff will be guided by the requirements of relevant legislation, issues of equity and diversity, qualification, knowledge and skills, workforce participation and experience.

SCOPE

This policy applies to staff, educators, approved provider, nominated supervisor and management of the Service.

RECRUITMENT DECISIONS

With the exception of the Executive Officer position within QDPA (who is engaged by and responsible to the QDPA Management Committee) all other staff are recruited and engaged by the Executive Officer to whom they are then responsible. This is in accordance with the Management Committee approved structure of QDPA.



Recruitment decisions will be based on the need and requirements of QDPA and will consider the following:

- ensuring QDPA meets all staffing requirements as per Education and Care Services National Law and National Regulations
- any resignation of existing staff
- an increase in available preschool places

The recruitment processes will be consistent, transparent, professional and timely. Any grievances relating to the recruitment procedure will be addressed as per the *Dealing with Complaints Policy*. All personal information regarding recruitment will be treated with the strictest confidence.

Selection criteria for each vacant position will be determined before advertisement and will take the following into consideration:

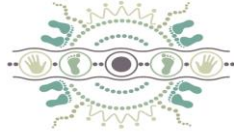
- position title
- qualifications required for the position
- experience required for the position
- position description/skills required for the position
- conditions of employment
- mandatory employment screening requirements including verifying Working with Children Check (WWCC), where applicable National Police Criminal History checks, immunisation requirements and conducting reference checks for every candidate to ascertain the candidate's attitudes and behaviours in previous child-related roles.
- clear expectations about commitment to child safety (Child Safe Standards)

Comprehensive position descriptions for each advertised position will be available for all applicants. Any applicants deemed unsuitable will be advised within an appropriate time frame

ADVERTISEMENTS

Information about the position and QDPA will be provided to potential applicants which includes:

- job title
- job description
- location
- hours of work



- salary (award/ above award)
- Service Philosophy
- operation hours
- selection criteria relating to the position available
- how to apply for the role
- a commitment to providing a safe environment for children
- WWCC requirements
- closing date for applications
- contact information for further information

Vacant positions may be advertised internally to encourage career advancement and opportunity. External advertisements may be placed through relevant media and networks including social media, newspaper and employment services such as SEEK.

Internal applicants will be asked to complete an expression of interest as part of their application for the position available.

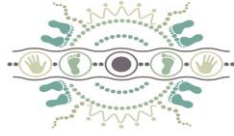
SELECTION PANEL AND INTERVIEWS

A selection panel will be determined for applicants short listed for an interview. The selection panel will consist of at least 2 people. Where the position is for a senior leadership position, a member of the committee is encouraged to participate in the selection panel. Where possible, a member of the local AECG or a standing member of the local community would be encouraged to participate on the selection panel.

Applicants who require support or access provisions, are encouraged to advise this at the time of their application, to ensure appropriate assistance is provided throughout the recruitment process.

Questions will be prepared in advance of the interview and applicant responses will be recorded during the interview. Each applicant will be asked the same questions to ensure fair and equitable treatment of all applicants. Interviews will be conducted in a private space and confidentiality will be always maintained.

Applicants will be provided an opportunity to ask questions relating to the service and position at the end of the interview.



CONFLICT OF INTEREST

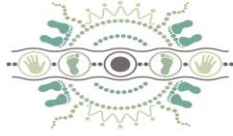
Any person on a selection panel must disclose to the Executive Officer (or Management Committee if the Executive Officer has a conflict of interest) if there is a conflict of interest at the time of reviewing the applications. A conflict of interest may arise if the applicant is a personal friend or past or present close work colleague. Management must promote transparency and accountability, promote integrity and impartiality during the employment process and therefore consider if the conflict of interest poses a risk to the consistency of the application process.

PRE-EMPLOYMENT SCREENING- PROBITY CHECKS

Effective pre-employment screening ensures QDPA is compliant to legislative and regulatory requirements and aims to ensure we engage staff who have the skills, experience, qualifications and general 'fit'.

All preferred candidates will undergo appropriate pre-employment checks including reference checks, Working with Children Checks (WWCC), immunisation status checks and where applicable National Police criminal history checks before an offer of employment is recommended. Once an employee provides their WWCC clearance, management will verify the clearance to ensure that it is valid and current. Measures should be in place to ensure probity checks are completed by a person or persons who have no prior professional relationship or personal friendship with the applicant to mitigate the perception of bias in the recruitment process.

All prospective applicants will be required to complete a prohibition notice declaration to acknowledge they do not hold any prohibition notices that would prevent them from working with children (Reg. 188). The approved provider will use the 'register search' tool on the [NQAITs](#) to check prohibition notices linked to prospective candidates as part of the recruitment process. Prospective candidates applying for the role of nominated supervisor or responsible person are required to complete a Compliance History notice as part of acknowledgement to the role to ensure the candidate is suitable to work with children. Existing employees are encouraged to disclose any enforcement actions, including enforceable undertakings that are issued to them.



REFERENCE CHECKS

Reference checks will be conducted for preferred applicants. Reference check questions will be determined prior to the check conducted and will establish the relationship the referee has with the applicant.

At least 2 (two) references are to be provided for a reference check. Where possible references should be from the immediate previous employer. The reference checks will ascertain, where possible, the applicant's attitudes and behaviours in previous child-related roles and ascertain whether the applicant has ever been the subject of complaints.

WWCC/POLICE CHECKS

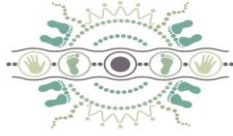
Working with Children Check legislation aims to prevent people who pose a risk from working with children as paid employees or volunteers. All employees, volunteers and students must undergo a Working with Children Check (or its equivalent) prior to working with QDPA. Employees, volunteers or students that are unable to provide a copy of a validated WWC Check (or equivalent) prior to the start of engagement or employment will not be able to undertake any work-related activity within QDPA. Once an employee provides their WWCC clearance, management will verify the clearance to ensure that it is valid and current.

NEW SOUTH WALES: A Working with Children Check (WWCC) clearance is required for all employees, volunteers and students over the age 18. QDPA will verify the WWCC and ensure the employee, student or volunteer is cleared to work with children online at the Office of the Children's Guardian website in NSW prior to ALL students, volunteers and employees undertaking work at the Service. [Office of the Children's Guardian](#)

OFFER OF EMPLOYMENT

An offer of employment will be made to the successful applicant following careful consideration by the selection panel. A confirmation of employment letter will be provided to successful applicants upon acknowledgment. Successful applicants are required to provide documentation regarding qualifications and immunisations and complete an employee immunisation record.

A written employment contract will be provided to the successful applicants detailing the position, hours of shift, Award information, wages and salary, date and time of commencement, contact person, probationary period.



The employee will be provided with a [Fair Work Information Statement](#) and casual employees will be provided with a copy of the [Casual Employee Information Statement](#) (CEIS) at time of engagement.

Applicants who are unsuccessful will be notified within an appropriate time frame and offered feedback regarding their application.

CHANGES IN STAFFING – COMMUNICATION

Preschool Directors will communicate staff changes/new staffing in a timely manner to families. Information regarding new staff members will be shared via OWNA, notices in the room, newsletters etc.

PROBATIONARY PERIOD

Each new employee is subject to a Probationary Period of six (6) months. This ensures assessment for both the employee and service to ensure suitability of the role for the employee. During this time employees will receive advice, training and guidance to help them become familiar with and competent in, performing the work they have been appointed to do.

Probationary meetings will be scheduled during the period (to discuss any concerns that may arise) and at the end of the probationary period. At all times, feedback will be provided to the employee regarding performance. The probation meeting is also an opportunity for the new employee to ask any questions or raise any concerns. A Probationary Meeting checklist and record will be completed to document the meeting and placed into the staff file.

The probationary period may be extended at the end of six (6) months for an additional six (6) months if any conduct or performance concerns are identified. If concerns are raised during the probationary period, they will be addressed during the probationary meeting and documented. The appointment is subject to the satisfactory completion of the Probationary period which itself is subject to termination during any stage, by either party, upon notice in writing, or by payment in lieu of notice.

INDUCTION AND ORIENTATION

QDPA is committed to providing a comprehensive induction program to ensure the smooth integration of new employees. The approved provider or assigned nominee will support the new employee and help them to understand the organisational structure, how decisions are made and communicated and what role they will have in the decision-making process.



An induction checklist will be used to support this process, which explains an employee's responsibility to know the policies, procedures and practices within QDPA and their duty of care obligations to ensure the safety and wellbeing of all children. Induction will include relevant information on child safe practices including adhering to the Child Safe Standards, the National Model Code and Guidelines for taking images and video of children while providing education and care to children, Code of Conduct and strategies that identify, assess and minimise risks to children and mandatory reporting procedures.

Information will be provided to each new employee about their rights and responsibilities regarding hours of work, salary (award), Fair Work Act and associated legislation including Right to Disconnect.

During the induction and orientation program, new employees, students and volunteers will be advised of any children with a health care need, allergy or relevant medical condition. QDPA and Preschool Philosophies, Employee Handbook, Code of Conduct and the Early Childhood Code of Ethics will be shared with the new employee, student or volunteer during the induction and orientation program.

The new employee will be required to read key Association policies and procedures as part of the induction and orientation program. These include, but are not limited to, the following key policies:

- QDPA Code of Conduct
- Child Protection Policy
- Child Safe Environment Policy
- Behaviour Guidance Policy
- Educational Program Policy
- Work Health and Safety Policy
- Privacy & Confidentiality Policy
- Emergency Evacuation & Lockdown Policy
- Health & Medical Conditions Policies
- Incident, Illness, Accident & Trauma Policy
- Dispute & Grievance Policy

All new employees will be appropriately trained and informed of workplace health and safety policies and procedures before commencing employment, such as hazard and incident forms and reporting procedures, use of PPE equipment, location of fire safety equipment, emergency and evacuations procedures (including lockdowns), location and use of Safety Data Sheets (SDS), any WorkCover information, security procedures and location of first aid kits as described in the *Induction Checklist*.



As part of the induction and orientation program, the approved provider or assigned nominee will provide opportunities for discussing and unpacking the following key documents, (including the location of these documents):

- Education and Care Services National Law and National Regulations
- The National Quality Standard
- Service Policies and Procedure Folder
- Belonging, Being and Becoming: The Early Years Learning Framework
- Early Childhood Australia- Code of Ethics
- National Principles Child Safe Organisations -Child Safe Standards-
- Reportable Conduct Schemes
- National Model Code and Guidelines

Continuity of care within QDPA is paramount. By orientating staff professionally and correctly, it guarantees the consistency of care not only within the classroom but also across the entire Association. New employees will undergo regular supervision appraisals, mentoring, training and development as part of the orientation process.

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Staff Selection, Recruitment & Induction Policy* will be updated and reviewed annually in consultation with families, staff, educators and management.

SOURCES

Australian Children's Education & Care Quality Authority. (2024). [Taking Images or Videos of Children While Providing Early Education and Care. Guidelines for the National Model Code.](#)

Australian Government Department of Education. *Child Care Provider Handbook (2023)*
<https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook>

Australian Government. Fair Work Ombudsman. (2020). Hiring employees <https://www.fairwork.gov.au/find-help-for/small-business/hiring-employees>

Australian Government. Fair Work Ombudsman. (2024). [Hiring employees](#)

Australian Government. Australian's anti-discrimination law. <https://www.ag.gov.au/rights-and-protections/human-rights-and-anti-discrimination/australias-anti-discrimination-law>

Australian Human Rights Commission. Child Safe Organisations. <https://humanrights.gov.au/our-work/childrens-rights/projects/child-safe-organisations>

Commission for children and young people *Being a child safe organisation* <https://ccyp.vic.gov.au/child-safety/being-a-child-safe-organisation/>



NSW Department of Education. (2021). Implementing the Child Safe Standards: A guide for early childhood education and outside school hours care services.

NSW Government. (2020). Office of the Children’s Guardian: <https://ocg.nsw.gov.au/>

NSW Government. (2020). Office of the Children’s Guardian: A guide to the Child Safe Standards
https://ocg.nsw.gov.au/sites/default/files/2021-12/g_CSS_GuidetotheStandards.pdf?Embed=Y

Version Control	Date	Author	Description of Change
1.0	2006	QPDA	Original document
2.0	2008	QPDA	Scheduled review
3.0	2010	QPDA	Scheduled review
4.0	2012	QPDA	Scheduled review
5.0	2013	QPDA	Scheduled review
6.0	2014	QPDA	Scheduled review
7.0	2015	QDPA	Scheduled review
8.0	June 2021	QPDA	Document reviewed with change in leadership team in 2021. <ul style="list-style-type: none"> Version control and description box included to clarify future reviewed items/new inclusions Formatted to include policy statement, purpose, scope and implementation, addition of footers and page numbering in line with policy conventions Detailed information regarding recruitment and selection processes added to capture conventions and to document new processes such as internal advertisement of positions.
9.0	May 2022	QDPA	Scheduled Review <ul style="list-style-type: none"> Section relating to Conflict of Interest added WWC information updated to specify NSW WWC Additional related policies added, and additional sources added Statement regarding commitment to Child Safe Standards added to Policy Statement Inclusion of Child Safety measures and mandatory requirements added to Induction section.
10.0	December 2024	QDPA	<ul style="list-style-type: none"> probation period increased to six (6) months updated information on legislation changes- Right to disconnect, Casual Employee Information Statement checking prohibition notices on NQA ITS added added National Model Code and Guidelines WWCC sites checked and updated as required sources checked for currency and updated as required