

RECRUITMENT POLICY



Our Service aims to implement a 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 *Recruitment Policy* outlines our processes to ensure they are aligned with legislative obligations, our Service’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, coordinations and staff members’ performance is regularly evaluated, and individual plans are in place to support learning and development.

PURPOSE

We aim to ensure that the most suitable, qualified, experienced, and reliable staff are employed at our Service. 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.

Our Service is committed to be a child-safe Early Education and Care Service and embeds the National Child Safe Principles, and our recruitment and screening processes play a vital role in protecting children from harm.

Our Service values workplace diversity and inclusion, and we strongly encourage applicants from Aboriginal and Torres Strait Islanders, women, and men equal, 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 providers, nominated supervisor and management of the Service.

RECRUITMENT DECISIONS

"The Centre Director will approve all recruitment decisions as outlined in the Recruitment Policy and Recruitment Plan Procedure. For certain positions requiring additional oversight, such as the Early Childhood Teacher (ECT) or Educational Leader, consultation will be undertaken with the Parents Committee Board. Recruitment and approval of the Centre Director position will be the responsibility of the Parents Committee Board." When an internal position becomes available or a new internal position is created, the Centre Director has the authority to appoint a staff member or educator they consider to be the best fit for the Centre.

Recruitment decisions will be based on the needs and requirements of the service and will consider the following:

- ensuring the Service meets all staffing requirements as per Education and Care Services National Law and National Regulations
- any resignation of existing staff
- an increase in occupancy

The recruitment processes will be consistent, transparent, professional, and timely. Any grievances relating to the recruitment procedure will be addressed as per the Grievance Policy for Staff. 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 consider the following:

- 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 the Working with Children Check (WWCC),
- National Police Criminal History check, immunisation requirements (where mandatory),
- Conduct reference checks (minimum 2) for every candidate to ascertain the candidate's attitudes and behavior in previous child-related roles.
- Mandatory Reporting Training
- CPR

Comprehensive job 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 the Service will be provided to potential applicants, which includes:

- job title
- job description
- location
- hours of work
- salary (award/ above award)
- Service Philosophy
- operation hours, age group of children educated and cared for
- selection criteria relating to the position available
- how to apply for the role
- a commitment to providing a safe environment for children
- closing date for applications

- contact information for further information
- WWCC requirements
- National Police Criminal History check, immunisation requirements (where mandatory),
- References minimum 2
- Mandatory Reporting Training
- CPR

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 for permanent ECT Level and one (or more people) for Cert III, Diploma qualified in a Permanent or Casual position. Our service will use the interview guide and questionnaire when preparing for interviews.

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.

PRE-EMPLOYMENT SCREENING- PROBITY CHECKS

Effective pre-employment screening ensures our Service 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), and National Police criminal history checks before an offer of employment is recommended. 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.

REFERENCE CHECKS

Verbal reference checks will be conducted over the phone 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 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 at the service. 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 the service.

NORTHERN TERRITORY All employees, volunteers and students must apply for a Working with Children Clearance, also called an Ochre Card. The service will keep a record of when a staff clearance expires and can check a person's clearance online. The service can apply for a short-term exemption to start working with children while the persons application is being processed by SAFE NT. [Northern Territory Government](#)

PRODA BACKGROUND CHECKS

Employees involved in the administration of Childcare Subsidy are required to undertake additional background checks. (*See CCS Personnel Policy*).

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. (*See Confirmation of Employment Letter*). Successful applicants are required to provide documentation regarding qualifications and immunisations (where mandatory).

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.

PROBATIONARY PERIOD AND INDUCTION

Each new employee is subject to a Probationary Period of three (3) 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. 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.

Our Service 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 our Service and their duty of care obligations to ensure the safety and wellbeing of all children. Induction will include relevant information on child safe practices adhering to the Child Safe Standards, Code of Conduct, strategies that identify, assess and minimise risks to children and mandatory reporting procedures.

(See *New Employee Induction Checklist*).

CONTINUOUS IMPROVEMENT/REFLECTION

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

REVIEW

POLICY CREATED BY	Hannah West Judy Rondon	Chairperson Director	October 2025
POLICY REVIEWED	October 2025	NEXT REVIEW DATE	October 2027