Glen Iris Child Care and Kindergarten

GI-027 – Recruitment, Selection and Induction Policy

Policy Number	KOG - 027
Quality Area	QA4 – Staffing Arrangements • QA7 – Governance and Leadership
National Law	s.162 • s.163 • s.169 • s.170 • s.172 • s.263
National Regulations	Regs. 118 • 123 • 126 • 145 • 146 • 147 • 151 • 152 • 168
Related NQS	QA4.1.1 • QA4.2.1 • QA4.2.2 • QA7.1.2 • QA7.2.1
EYLF V2.0	Principles – Partnerships, High Expectations & Equity • Collaborative Leadership & Teamwork • Practices – Professional Practice • Outcomes – 1 & 3
Victorian Child Safe Standards:	Standards 2, 5, 6, 8 & 11
Version:	1.0
Approved By:	Centre Director
Approved Date:	July 2026
Review Date:	July 2027

OUR COMMITMENT

At **Glen Iris child care and kindergarten**, we believe that the quality of our service begins with the people we employ.

We recognise that recruiting and retaining skilled, professional and child-safe educators is essential to providing high-quality education and care. Every person engaged by our service plays an important role in protecting children's safety, wellbeing and rights.

We are committed to implementing fair, transparent and child-safe recruitment practices that ensure all educators, staff, students and volunteers are appropriately screened, qualified, inducted and supported to carry out their roles safely and professionally.

Children's safety, wellbeing and best interests remain the primary consideration throughout every stage of recruitment, selection and induction.

LEGISLATIVE INTENT

This policy supports Glen Iris child care and kindergarten in meeting its obligations under the Education and Care Services National Law and Regulations by ensuring appropriate recruitment, screening, induction and ongoing suitability of all educators, staff, students and volunteers while promoting children's safety and wellbeing.

PURPOSE

This policy ensures that recruitment, selection and induction processes at Glen Iris child care and kindergarten are fair, transparent, consistent and focused on child safety.
It provides clear guidance for recruiting suitable employees and supporting new team members to understand their responsibilities, the service philosophy, policies and legislative obligations.

WHO THIS POLICY APPLIES TO

This policy applies to:

- Approved Provider
- Nominated Supervisor
- Responsible Persons
- Educational Leader
- Educators
- Administration Team
- Students
- Volunteers
- Contractors
- Applicants for Employment

DEFINITIONS

Child Safe Recruitment
Recruitment practices designed to minimise risks to children by assessing an applicant's suitability to work with children through screening, interviews, reference checks and verification of qualifications.

Induction
A structured process that introduces new educators, staff, students and volunteers to the service's philosophy, policies, procedures, expectations and legislative responsibilities.

Working with Children Check (WWCC)
A screening process under Victorian legislation that assesses whether a person is suitable to engage in child-related work.

Probation
A period of employment during which a new employee's performance, conduct and suitability for the position are monitored and reviewed.

Professional Registration
Any registration, qualification or approval required by legislation for an employee to undertake their role.

WHY THIS POLICY MATTERS

Children have the right to be educated and cared for by adults who are suitable, qualified and committed to protecting their safety and wellbeing.

Effective recruitment, selection and induction processes help ensure only appropriate individuals are employed and that every team member understands their professional responsibilities, legislative obligations and commitment to child-safe practices.

Strong recruitment processes contribute to a positive workplace culture, quality education and care, and continuous improvement across the service.

GUIDING PRINCIPLES

Glen Iris child care and kindergarten believes:

- Every child has the right to be cared for by suitable, qualified and child-safe adults.
- Recruitment decisions are based on merit, professional capability and a demonstrated commitment to child safety and wellbeing.
- Child-safe recruitment practices reduce risks and strengthen a culture of safety and accountability.
- Fair, equitable and transparent recruitment processes promote diversity, inclusion and equal employment opportunities.
- Comprehensive induction supports educators to understand their roles, responsibilities and legislative obligations.
- Ongoing professional learning and performance development strengthen quality practice and continuous improvement.
- Recruitment, induction and employment practices comply with all legislative and regulatory requirements.

OUR POLICY

Glen Iris child care and kindergarten is committed to implementing recruitment, selection and induction practices that promote child safety, professionalism and high-quality education and care.

All prospective employees, students and volunteers will participate in appropriate recruitment and screening processes before commencing at the service. Employment decisions will consider qualifications, experience, values, professional conduct and suitability to work with children.

The service will verify all required qualifications, Working with Children Checks, professional registrations, references and other legislative requirements before a person commences employment or placement.

Every new educator, staff member, student and volunteer will participate in an induction process that supports their understanding of the service philosophy, policies, procedures, child-safe responsibilities and expectations.

HOW WE PUT THIS POLICY INTO PRACTICE

Recruitment and Selection

The service will:

- Advertise positions fairly and transparently.
- Use position descriptions to outline role expectations.
- Conduct interviews using consistent selection processes.
- Assess applicants against the requirements of the position.
- Prioritise child-safe values throughout recruitment.

Pre-Employment Screening

Before commencement, the service will verify:

- Working with Children Check.
- Relevant qualifications.
- Professional registrations where applicable.
- Identity documents.
- Employment history.
- Professional referee checks.
- Eligibility to work in Australia.

Child Safe Recruitment

The service will:

- Ask child-safe interview questions.
- Assess applicants' understanding of child protection responsibilities.
- Verify previous employment where appropriate.
- Refuse employment where legislative or child safety requirements are not met.
- Maintain confidential recruitment records.

Induction

All new employees, students and volunteers will:

- Participate in a structured induction program.
- Be introduced to the service philosophy and values.
- Receive relevant policies and procedures.
- Complete mandatory child safety and compliance training.
- Be supported by leadership during their induction period.
- Understand emergency procedures and workplace expectations before working independently.

Probation and Ongoing Support

The service will:

- Monitor performance during probation.
- Provide regular feedback and support.
- Identify professional learning opportunities.
- Conduct performance and development discussions.
- Promote reflective practice and continuous improvement.

ROLES & RESPONSIBILITIES

Approved Provider

Will:

- Ensure child-safe recruitment systems are implemented.
- Ensure legislative requirements are met.
- Support fair and equitable recruitment practices.
- Review this policy annually.

Nominated Supervisor

Will:

- Oversee recruitment and induction processes.
- Verify qualifications and required documentation.
- Ensure new team members complete induction requirements.
- Support ongoing professional development.

Educational Leader

Will:

- Support new educators through induction and mentoring.
- Promote reflective practice and continuous improvement.
- Identify professional learning needs.
- Foster a collaborative and professional team culture.

Educators

Will:

- Participate honestly throughout recruitment and induction.
- Maintain current qualifications and required registrations.
- Complete mandatory training.
- Follow the service's policies, procedures and Code of Conduct.
- Contribute positively to a child-safe culture.

Students and Volunteers

Will:

- Participate in the service's induction process.
- Work within the scope of their role.
- Follow educator direction and supervision.
- Adhere to the service's policies and Code of Conduct.

Administration Team

Will:

- Maintain recruitment and employment records.
- Verify required documentation before commencement.
- Monitor expiry dates for Working with Children Checks and other mandatory documents.
- Support the recruitment and onboarding process.

Glen Iris child care and kindergarten in practice

At Glen Iris child care and kindergarten, child-safe recruitment begins before a position is advertised and continues throughout an employee's journey with the service. Recruitment processes include thorough screening, referee checks, verification of qualifications and Working with Children Checks to ensure all educators are suitable to work with children. New team members participate in a structured induction program and receive ongoing mentoring and professional support to build confidence and maintain high-quality practice.

CHILDREN'S VOICE IN ACTION

At Glen Iris child care and kindergarten, children benefit from being cared for by educators who understand and uphold their rights, wellbeing and safety. Through thoughtful recruitment, comprehensive induction and ongoing professional learning, educators build trusting, respectful and responsive relationships with children. Children's feedback, interests and wellbeing are considered during reflective practice and inform continuous improvement across the service.

EXCEEDING PRACTICE

Glen Iris child care and kindergarten exceeds the National Quality Standard by embedding child-safe recruitment and professional development into everyday practice. Recruitment decisions are guided by the service's values, commitment to child safety and a rigorous screening process. Leadership regularly reviews recruitment, induction and performance practices, seeking feedback from educators and reflecting on improvements that strengthen professional practice and positive outcomes for children.

CONTINUOUS IMPROVEMENT

This policy is reviewed through:

- legislative updates
- ACECQA guidance
- educator feedback
- recruitment and induction reviews
- performance and development discussions
- Quality Improvement Plan goals
- Assessment and Rating reflections
- ongoing professional learning

RELATED LEGISLATION

Education and Care Services National Law Act 2010

- **Section 162** – Persons in day-to-day charge and nominated supervisors to have prescribed qualifications.
- **Section 163** – Approved provider to ensure nominated supervisors and staff members are fit and proper persons.
- **Section 169** – Offence relating to staffing arrangements.
- **Section 170** – Offence to fail to display prescribed information.
- **Section 172** – Offence relating to required qualifications.
- **Section 263** – Offence relating to false or misleading information.

Education and Care Services National Regulations 2011

- **Regulation 118** – Educational leader.
- **Regulation 123** – Educator to child ratios.
- **Regulation 126** – Centre-based services—general educator qualifications.
- **Regulation 145** – Staff record.
- **Regulation 146** – Notice of change to nominated supervisor.
- **Regulation 147** – Staff members.
- **Regulation 151** – Record of educators working directly with children.
- **Regulation 152** – Record of access to early childhood teachers.
- **Regulation 168** – Education and care service policies and procedures.

National Quality Standard

Quality Area 4 – Staffing Arrangements

- Standard 4.1 – Staffing arrangements enhance children's learning and development.
- Standard 4.2 – Professionalism.

Quality Area 7 – Governance and Leadership

- Standard 7.1 – Governance.
- Standard 7.2 – Leadership.

Early Years Learning Framework (EYLF) V2.0

- Principle: Partnerships.
- Principle: High Expectations and Equity.
- Principle: Collaborative Leadership and Teamwork.
- Practice: Professional Practice.
- Outcome 1 – Children have a strong sense of identity.
- Outcome 3 – Children have a strong sense of wellbeing.

Victorian Child Safe Standards

This policy supports:

- **Standard 2** – Child safety and wellbeing is embedded in organisational leadership, governance and culture.
- **Standard 5** – Equity is upheld and diverse needs respected in policy and practice.
- **Standard 6** – People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.

- **Standard 8** – Staff and volunteers are equipped with the knowledge, skills and awareness to keep children safe through ongoing education and training.
- **Standard 11** – Policies and procedures document how the organisation is safe for children and young people.

RELATED DOCUMENTS

- Child Safe Environment Policy
- Code of Conduct Policy
- Staffing Arrangements Policy
- Responsible Person Policy
- Participation of Volunteers and Students Policy
- Child Protection and Mandatory Reporting Policy
- Privacy and Confidentiality Policy
- Work Health and Safety Policy

SUPPORTING DOCUMENTS

The following documents support the implementation of this policy:

- Position Descriptions
- Recruitment and Interview Records
- Employment Application Forms
- Referee Check Records
- Working with Children Check Register
- Qualification and Training Records
- Staff Induction Checklist
- Staff Handbook
- Performance Review Documentation
- Professional Learning Records

EVIDENCE OF PRACTICE

The service demonstrates this policy through:

- Recruitment and interview records.
- Verified qualifications and registrations.
- Current Working with Children Checks.
- Completed referee checks.
- Staff induction records.
- Performance and development reviews.
- Professional learning records.
- Staff files.
- Internal compliance audits.
- Quality Improvement Plan reflections.

REFLECTION & CONTINUOUS IMPROVEMENT

- How do our recruitment processes promote a child-safe culture?
- How do we ensure every new team member understands their child safety responsibilities?
- What evidence demonstrates that our induction process is effective?
- How do professional learning opportunities strengthen educator practice?
- How do we monitor ongoing suitability and compliance?

- What improvements could further strengthen our recruitment, induction and retention practices?

VERSION HISTORY

Version	Date Approved	Approved By	Summary of Changes
1.0	10 July 2026	Centre Director	New policy developed using the Glen Iris child care and kindergarten Governance Manual template. Aligned with the Education and Care Services National Law, National Regulations, National Quality Standard, EYLF V2.0, Victorian Child Safe Standards and Glen Iris child care and kindergarten practices.