



School staff selection, supervision and management practices

September 2016

Wellington Secondary College is committed to the safety and wellbeing of children and young people. Our school community recognises the importance of, and a responsibility for, ensuring our school is a safe, supportive and enriching environment which respects and fosters the dignity and self-esteem of children and young people, and enables them to thrive in their learning and development.

The College will ensure that:

- Each job or category of jobs for College staff that involves child connected work will have a clear statement that sets out:
 - the job's requirements, duties and responsibilities regarding child safety; and
 - the job occupant's essential or relevant qualifications, experience and attributes in relation to child safety.
- All applicants for jobs that involve child connected work for the school will be informed about the College's child safety practices (including the code of conduct).
- In accordance with any applicable legal requirement or College policy, the College will make reasonable efforts to gather, verify and record the following information about a person whom it proposes to engage to perform child connected work:
 - Working with Children Check status, or similar check;
 - proof of personal identity and any professional or other qualifications;
 - the person's history of work involving children
 - references that address the person's suitability for the job and working with children.
- Appropriate supervision or support arrangements are in place in relation to:
 - the induction of new College staff includes the College's policies, codes, practices, and procedures governing child safety and child connected work; and
 - monitoring and assessing a job occupant's continuing suitability for child connected work.