



Education  
and Training

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EVERYDAY



# STAFF SELECTION AND MANAGEMENT PRACTICES

INCORPORATING MINISTERIAL ORDER 870 STANDARD 4

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 that respects and fosters the dignity and self-esteem of children and young people, and enables them to thrive in their learning and development.

Wellington Secondary 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.

This policy was last updated in March 2020 and is due for review annually.