



STAFF SELECTION AND MANAGEMENT PRACTICES

INCORPORATING MINISTERIAL ORDER 870 STANDARD 4

Mount Waverley 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.

Mount Waverley 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.

[Review Cycle](#)

This policy was last updated in June 2018 and is scheduled for review June 2021.