



Staff Selection, Supervision and Management at St. Robert's

St. Robert's School has an ongoing commitment to promoting the safety of all students in its care, with 'zero tolerance' of child abuse and/or neglect. The process utilized for staff selection, supervision of staff, and ongoing training is essential to the provision of a 'child-safe' environment.

Employment of staff at St. Robert's school will be conducted according to the guidelines developed by the Catholic Education Commission of Victoria. The school's child safety policy, staff and student codes of conduct will be clearly articulated to all job applicants. Rigorous recruitment practices will be followed, ensuring all relevant, background checks have been made to confirm that applicants/prospective employees:

- hold a current 'Working with Children' card
- possess definitive proof of personal identity and qualifications
- have a suitably appropriate work history involving children
- have credible references.

The Leadership Team will work in consultation with staff to ensure that all jobs and positions at St. Robert's are clearly defined. The Leadership Team will be mindful of the need to provide training opportunities for all members of staff to understand the importance of child safety, and be aware of strategies to minimize the risk of child abuse. All existing staff and volunteers will be given opportunities to become familiar with the relevant policies and procedures concerning child safety at St. Robert's.

Suitable induction processes will be followed for all newly recruited members of staff, new CRTs, and new volunteers. These processes will include training in the school's strategies to promote child safety and minimize the risk of child abuse, together with copies of relevant policies and procedures. It is an expectation that all volunteers will be required to present proof of a current 'working with children' check, and to sign the 'staff code of conduct' prior to working within the school environments.

This statement will be reviewed at the beginning of each school year.

Relevant Documents: 'Guidelines on the Employment of Staff in Catholic Schools' & 'Staff Code of Conduct'

