

Rationale:

Successful recruitment strategies build staff morale, bring new ideas, respond to the needs of students, and help to provide a strong and diverse staff.

Aims:

- The employment of qualified staff with a range of relevant qualifications and experience to provide an educational program, which meets the needs of all children and families using the centre.
- Maintaining employment records of staff, according to the requirements of relevant legislation.
- Maintaining employee records for all permanent staff at Kyabram P-12 College After Hours Care.
- Appropriate systems for the maintaining of emergency, relieving, or temporary staff employee records across all centres.

Implementation:

- All recruitment will be consistent with Department of Education and Training, and Merit Protection Boards requirements.
- All staff will be given the opportunity to undertake Merit Protection Boards training.
- A wide variety of staff will be used on selection panels.
- Positive, team orientated staff with high levels of enthusiasm are recognised as highly sought after recruits.
- It is recognised that staff from a variety of social, ethnic, cultural, religious and educational backgrounds bring with them a rich mixture of skills and experiences.
- The school's workforce plan will be a transparent and accessible document that reflects student needs, charter priorities and budget realities.
- Flexible work options will be explored and implemented where appropriate.
- All staff employed will be qualified in their relevant area and provide documentation in evidence of this.
- All recruited staff will undertake an induction program.
- Mentoring will be a feature of our staff development program.
- The responsible person and the Educational Leader of the service will be nominated and documentation filed in personnel file.
- The responsible person and present will be published on the noticeboard at the centre daily.
- All staff will follow the Staff Code of Conduct.

Kyabram P-12 College After Hours Care is responsible for:

- Ensuring that all staff records requirements of the Act and regulations are met at all times when the service is operating.
- Ensuring that all staff records are stored securely and privacy is maintained.
- Ensure the centre has an electronic copy of all relevant staff and relief staff.
- Ensuring that before any person becomes an employee or is otherwise engaged as a staff member, that the persons current qualifications are provided and assessment has been checked, ensuring also that details of the police records check/working with children assessment are recorded on the staff record.
- Ensuring that all permanent staff, and preferably relief staff have (an approved) current first-aid, asthma and anaphylaxis management training on engagement or prior to commencing employment, and a copy of these are placed in the staff record.

- Ensuring that staff records are updated annually or as soon as new information is provided by a staff member, or rostered hours of work are changed.
- Ensuring that all staff members prior to commencing employment, complete induction with Kyabram P-12 College. This will include filling in required employment records such as superannuation and tax file number declarations, etc. These will be stored safely and securely by the Business Manager.
- Ensuring that new employees are aware and acknowledge understanding of centre policies and procedures via induction checklist.
- Ensuring new employees sign and accept the position description, of the position offered and a copy placed in their staff record.
- Including a copy of any updated position descriptions including staff's acknowledgment of these in staff files.
- Ensuring staff sign an acknowledgement and acceptance of appointment to the position of Educational Leader (when appropriate), which will be placed in staff records.
- When applicable ensuring staff sign an acknowledgement and acceptance of appointment to the position of Nominated Supervisor, which will be sent to DET and copied and placed in staff records.
- When applicable, ensuring staff sign an acknowledgement of the resignation from the position of Nominated Supervisor, which will be sent to DET and copied and placed in staff records.
- When applicable, ensuring staff sign an acknowledgement and acceptance of appointment to the position of Certified Supervisor in day-to-day charge, which will be placed in staff records.
- Ensuring staff sign a copy of induction checklist to acknowledge the understanding and acceptance of all aspects of the induction such as code of conduct and position description, which will be copied and included in staff records. This must be co-signed by the person conducting the induction.
- Providing access to these records upon request from authorised persons.

Staff are responsible for:

- Providing full name, address, and date of birth on induction records to be placed in staff records.
- Providing required copies of qualifications achieved or working towards to be placed on staff record in all centres that staff member works at.
- Providing copies of any approved training such as first aid, asthma or anaphylaxis training to be placed in staff record.
- Providing a copy of the working with children check or VIT card and the expiry date to be placed in staff records.
- Providing copies of any approved training such as in-service training to be placed in staff record.
- When applicable signing an acknowledgement and acceptance of appointment to the position of Educational Leader, which will be placed in staff records.
- When applicable signing an acknowledgement and acceptance of appointment to the position of Nominated Supervisor, which will be sent to DET and copied and placed in staff records.
- When applicable signing an acknowledgement of the resignation from the position of Nominated Supervisor, which will be sent to DET and copied and copy placed in staff records.
- Providing legislatively required employment details that will be stored with administrative payroll records.
- Signing a copy of induction checklist to acknowledge the understanding and acceptance of all aspects of the induction such as code of conduct and position description, which will be copied and included in staff records.
- Informing Kyabram P-12 College Business Manager of any updates or changes to their file.

Evaluation:

To be reviewed as part of the school's three-year review cycle.

RATIFIED BY COLLEGE COUNCIL

Date: 15/05/2018

School Council President

Review Date May 2021

