



School No: 2068 Established 1878

7.3 Employment of Staff



Help for non-English speakers

If you need help to understand the information in this policy please contact 03 5996 1744.

Cranbourne Primary School OSHC strives to follow its transparent processes to employ staff who are qualified and appropriate for the job. Cranbourne Primary School OSHC also strives to be an equal opportunity employer.

Procedures

- Staff will only be employed (including as volunteers) if, after reasonable enquiries, they are appropriate for the job, as contemplated by the Role and Expectations of Staff Policy.
- Certified copies of staff qualifications, suitability notices, first aid qualifications will be kept by Cranbourne Primary School OSHC in individual staff files
- The 'reasonable enquiries' required for employing staff include:
 - requesting an appropriate resume from the candidate
 - conducting an interview of the candidate
 - contacting at least two referees to check the person's character
 - determining, and obtaining a copy of, the appropriate qualifications of the person for the relevant job
 - determining and obtaining copy of current employer Working with Children Check (WWCC)
- Prior to being selected for a job, whether as a paid employee or a volunteer, the person will be provided with:
 - their terms of employment or engagement (including role and expectations of staff)
 - information about the philosophy and goals of Cranbourne Primary School OSHC
 - information about the National Quality Framework
 - information about 'My Time, Our Place' Framework for School Age Care
 - access to all Policies and Procedures
 - a tour of the physical facilities of Cranbourne Primary OSHC
 - any other matters which are necessary to enable the staff member to properly do their job with Cranbourne Primary OSHC, or which the new staff member reasonably wishes to know

Relevant Laws and Regulations

National Regulations 137-152, 168 Quality Area 4, Element 4.1

Relevant Policies

Philosophy and Goals

Role and Expectations of Staff

Staff Orientation and Induction

Review Information

Policy last reviewed	Sep 2022
Approved by	School Council
Next scheduled review date	Sep 2025