

1. Purpose

This policy outlines the principles and procedures governing the employment of staff at **My College**, ensuring compliance with the Fair Work Act 2009, Independent Schools Victoria (ISV) guidelines, and Victorian Child Safe Standards. We seek to ensure the best available applicant are attracted, recruited and supported to do their jobs effectively through robust recruitment processes.

2. Scope

This policy applies to all prospective and current employees of My College, including teaching staff, non-teaching staff, contractors, and volunteers engaged in child-connected work.

3. Statement of Commitment

The safety and wellbeing of children is a high priority for our school. Through robust recruitment processes, we will ensure recruitment, induction and ongoing professional learning practices are in line with the Child Safe Standards.

4. Implementation

4.1 Employment Principles

My College is committed to:

- **Merit-Based Recruitment:** Employment decisions are based on qualifications, experience, and ability to perform the role.
- **Equal Opportunity:** Providing a workplace free from discrimination, harassment, and bullying.
- **Child Safety:** Ensuring the safety and wellbeing of children through all employment practices in alignment with the Child Safe Standards.

4.2 Employment Contracts

All employees at My College will receive a written employment contract that outlines:

- Job title and classification.
- Duties and key responsibilities.
- Remuneration, benefits, and applicable Award or Enterprise Agreement.
- Working hours and conditions.
- Terms and conditions of employment (ongoing, fixed-term, or casual).
- Notice periods and termination conditions.

Employment contracts comply with the National Employment Standards (NES) and relevant Modern Awards (Educational Services Awards).

4.3 Recruitment and Selection

My College maintains transparent, fair, and child-safe recruitment practices by:

- Providing clear and accurate position descriptions.
- Advertising vacancies fairly and broadly.
- Conducting rigorous interviews and assessments.
- Embedding child safety as a non-negotiable component in recruitment criteria.
- Ensuring that selection decisions are based on merit and suitability.

4.4 Pre-Employment Screening

Prior to appointment, candidates must undergo the following checks:

- Working with Children Check (WWCC) clearance (mandatory for child-connected roles).
- Victorian Institute of Teaching (VIT) Registration for teaching staff.
- National Police Check, if applicable.
- Professional Reference Checks, with specific emphasis on child safety.
- Identity Verification and relevant qualification checks.

Employment offers are conditional upon the successful completion of all required checks.

4.5 Induction and Training

All new employees must complete an induction program that includes:

- Introduction to My College policies, Staff Code of Conduct, and operational procedures.
- Training on Child Safety, mandatory reporting obligations, and Ministerial Order No. 1359.
- Occupational Health and Safety procedures.
- Professional expectations including compliance with Fair Work and NES obligations.

Staff are provided with ongoing training to ensure understanding of evolving legal, safety, and professional requirements.

4.6 Performance Management

My College fosters a culture of continuous professional development through:

- Annual formal performance appraisals.
- Regular feedback and mentoring.
- Development of Individual Learning and Development Plans.
- Clear communication about performance expectations and support processes.
- Fair and procedurally sound performance management and, where necessary, disciplinary processes.

4.7 Termination of Employment

Termination of employment will be conducted lawfully, fairly, and respectfully, and includes:

- Provision of required notice periods in accordance with Fair Work and contract terms.
- Payment of all outstanding entitlements, including accrued leave.
- Exit interviews to collect feedback for continuous improvement.
- Summary dismissal only in cases of serious misconduct, consistent with Fair Work Act 2009 provisions.

4.8 Record Keeping

My College maintains accurate, confidential records for each employee, including:

- Signed contracts of employment.
- Verification of right to work in Australia.
- Working with Children Check and/or VIT registration details.
- Records of performance reviews, professional development, and child safety training.
- Disciplinary records where applicable.

Records are managed in compliance with privacy laws and securely stored.

5.Related Policies & Legislation

Child Safe Policy

Staff Code of Conduct Policy

Fair Work Act 2009 (NES obligations)

ISV Guidelines and best practice (Contracts of Employment)

VRQA minimum standards (registration compliance including Child Safe Standards)

Child Safe Standards under Ministerial Order No. 1359

6.College Review

Approved by: Principal and School Board, April 2025

Next review: April 2027