

RECRUITMENT POLICY

Our Service aims to implement a robust, well-planned recruitment process to ensure we select the best person for the position and the needs of our early childhood education service. We aim to engage employees who are suitably qualified, experienced and passionate about the early years. Our *Recruitment Policy* outlines our processes to ensure they are aligned with legislative obligations, our Service’s values and support diversity and inclusion.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 4: STAFFING ARRANGEMENTS		
4.1	Staffing arrangements	Staffing arrangements enhance children’s learning and development.
4.1.1	Organisation of Educators	The organisation of educators across the Service supports children's learning and development.
4.1.2	Continuity of staff	Every effort is made for children to experience continuity of Educators at the Service.
4.2	Professionalism	Management, educators and staff are collaborative, respectful and ethical.
4.2.1	Professional collaboration	Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other’s strengths and skills.
4.2.2	Professional Standards	Professional standards guide practice, interactions and relationships.
QUALITY AREA 5: RELATIONSHIPS WITH CHILDREN		
5.1.1	Positive educator to child interactions	Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.
QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defined and understood and support effective decision making and operation of the service.
7.2.3	Development of professionals	Educators, co-ordinations and staff members’ performance is regularly evaluated, and individual plans are in place to support learning and development.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
4	Definitions
84	Awareness of child protection law
188	Compliance directions
Part 4.4	Staffing Arrangements
Division 7	Approval and determination of qualifications
Division 9	Staff and educator records—centre-based services

RELATED LEGISLATION

Federal and State Occupational Safety and Health Legislation	Federal and State Equal Opportunity Legislation and any other relevant industrial awards
Education and Care Services National Law Act 2010	Children and Young Persons Act 1998
Sex Discrimination Act 1984	Child Care Subsidy Secretary's Rules 2017
Age Discrimination Act 2004	Disability Discrimination Act 1992
Racial Discrimination Act 1975	A New Tax System (Family Assistance) Act 1999
Family Law Act 1975	Fair Work Act 2009
Family Assistance Law – Incorporating all related legislation as identified within the Child Care Provider Handbook in https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook	

RELATED POLICIES

CCS Personnel Policy Child Safe Environment Policy Child Protection Policy Code of Conduct Policy Dealing With Complaints Policy	Governance Policy Privacy and Confidentiality Policy Probation, Induction and Orientation Policy Staffing Arrangements policy
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PURPOSE

We aim to ensure the most suitability qualified, experienced and reliable staff are employed at our Service. We are committed to ensuring we meet all legislative and regulatory requirements including the Education and Care Services National Law, Children and Young Persons Act QLD Fair Work Act and Anti-Discrimination Act.

Our Service is committed to be a child safe Early Education and Care Service and embed the National

Child Safe Principles and our recruitment and screening processes play a vital role in protecting children from harm.

Our Service values workplace diversity and inclusion and we strongly encourage applicants from Aboriginal and Torres Strait Islanders, women, and individuals with disability. Recruitment and selection of staff will be guided by the requirements of relevant legislation, issues of equity and diversity, qualification, knowledge and skills, workforce participation and experience.

SCOPE

This policy applies to staff, educators, approved provider, nominated supervisor and management of the Service.

RECRUITMENT DECISIONS

The approved provider or assigned nominee will approve all recruitment decisions as outlined in this Recruitment Policy and Recruitment Plan Procedure. (*See Recruitment Plan*). Recruitment decisions will be based on the need and requirements of the Service and will consider the following:

- ensuring the Service meets all staffing requirements as per Education and Care Services National Law and National Regulations
- any resignation of existing staff
- an increase in occupancy

The recruitment processes will be consistent, transparent, professional and timely. Any grievances relating to the recruitment procedure will be addressed as per the *Dealing with Complaints Policy*. All personal information regarding recruitment will be treated with the strictest confidence.

Selection criteria for each vacant position will be determined before advertisement and will take the following into consideration:

- position title
- qualifications required for the position
- experience required for the position
- position description/skills required for the position
- conditions of employment
- mandatory employment screening requirements including verifying Working with Children Check (WWCC), where applicable National Police Criminal History checks, immunisation

requirements and conducting reference checks for every candidate to ascertain the candidate's attitudes and behaviours in previous child-related roles.

- clear expectations about commitment to child safety (Child Safe Standards)

Comprehensive position descriptions for each advertised position will be available for all applicants.

Any applicants deemed unsuitable will be advised within an appropriate time frame

ADVERTISEMENTS

Information about the position and the Service will be provided to potential applicants which includes:

- job title
- job description
- location
- hours of work
- salary (award/ above award)
- Service Philosophy
- operation hours, age group of children educated and cared for
- selection criteria relating to the position available
- how to apply for the role
- a commitment to providing a safe environment for children
- closing date for applications
- contact information for further information
- immunisation requirements
- Bluecard Requirements

Vacant positions may be advertised internally to encourage career advancement and opportunity.

External advertisements may be placed through relevant media and networks including social media, newspaper and employment services (seek, facebook).

Potential applicants will be asked to complete an employment application as part of their application for the position available. *See Employment Application*

SELECTION PANEL AND INTERVIEWS

A selection panel will be determined for applicants short listed for an interview. The selection panel will consist of at least 2 people. Our Service will use the interview guide and questionnaire when

preparing for interviews. (*See Interview Guide and Questionnaire*)

Applicants who require support or access provisions, are encouraged to advise this at the time of their application, to ensure appropriate assistance is provided throughout the recruitment process.

Questions will be prepared in advance of the interview and applicant responses will be recorded during the interview. Each applicant will be asked the same questions to ensure fair and equitable treatment of all applicants. Interviews will be conducted in a private space and confidentiality will be always maintained. Applicants will be provided an opportunity to ask questions relating to the service and position at the end of the interview.

CONFLICT OF INTEREST

Any person on a selection panel must disclose to the approved provider or person organising the interview process if there is a conflict of interest at the time of reviewing the applications. A conflict of interest may arise if the applicant is a personal friend or past or present close work colleague. Management must promote transparency and accountability, promote integrity and impartiality during the employment process and therefore consider if the conflict of interest poses a risk to the consistency of the application process.

PRE-EMPLOYMENT SCREENING- PROBITY CHECKS

Effective pre-employment screening ensures our Service is compliant to legislative and regulatory requirements and aims to ensure we engage staff who have the skills, experience, qualifications and general 'fit'.

All preferred candidates will undergo appropriate pre-employment checks including reference checks, Working with Children Checks (WWCC), immunisation status checks and where applicable National Police criminal history checks before an offer of employment is recommended. Once an employee provides their WWCC clearance, management will verify the clearance to ensure that it is valid and current. Measures should be in place to ensure probity checks are completed by a person or persons who have no prior professional relationship or personal friendship with the applicant to mitigate the perception of bias in the recruitment process.

All prospective applicants will be required to complete a prohibition notice declaration on the *Employment Application Form* to acknowledge they do not hold any prohibition notices that would

prevent them from working with children (Reg. 188). The approved provider will use the 'register search' tool on the [NQA ITS](#) to check prohibition notices linked to prospective candidates as part of the recruitment process. Prospective candidates applying for the role of nominated supervisor or responsible person are required to complete a Compliance History notice as part of acknowledgement to the role to ensure the candidate is suitable to work with children. Existing employees are encouraged to disclose any enforcement actions, including enforceable undertakings that are issued to them.

REFERENCE CHECKS

Verbal reference checks will be conducted over the phone for preferred applicants. Reference check questions will be determined prior to the check conducted and will establish the relationship the referee has with the applicant.

At least 2 (two) references are to be provided for a reference check. Where possible references should be from the immediate previous employer. The reference checks will ascertain, where possible, the applicant's attitudes and behaviours in previous child-related roles and ascertain whether the applicant has ever been the subject of complaints.

WWCC/POLICE CHECKS

Working with Children Check legislation aims to prevent people who pose a risk from working with children as paid employees or volunteers. All employees, volunteers and students must undergo a Working with Children Check (or its equivalent) prior to working at the Service. Employees, volunteers or students that are unable to provide a copy of a validated WWC Check (or equivalent) prior to the start of engagement or employment will not be able to undertake any work-related activity within the Service.

Once an employee provides their WWCC clearance, management will verify the clearance to ensure that it is valid and current.

QUEENSLAND All employees, volunteers and students are required to apply for a Blue Card before beginning work. The Service will check if an individual's blue card or exemption card is still valid and does not have any relevant criminal information attached to it. Employees, volunteers or students under the age of 18 will need to apply for a student Blue Card. [Blue Card Services](#)

PRODA BACKGROUND CHECKS

Employees involved in the administration of Child Care Subsidy are required to undertake additional background checks. (See *CCS Personnel Policy*).

OFFER OF EMPLOYMENT

An offer of employment will be made to the successful applicant following careful consideration by the selection panel. A confirmation of employment letter will be provided to successful applicants upon acknowledgment. (See *Confirmation of Employment Letter*). Successful applicants are required to provide documentation regarding qualifications and immunisations and complete an employee immunisation record. (See *New Employee Documentation Checklist and Employee Immunisation Record*.)

A written employment contract will be provided to the successful applicants detailing the position, hours of shift, Award information, wages and salary, date and time of commencement, contact person, probationary period.

The employee will be provided with a [Fair Work Information Statement](#) and casual employees will be provided with a copy of the [Casual Employee Information Statement](#) (CEIS) at time of engagement.

Applicants who are unsuccessful will be notified within an appropriate time frame and offered feedback regarding their application.

PROBATIONARY PERIOD AND INDUCTION

Each new employee is subject to a Probationary Period of **six (6)** months. This ensures assessment for both the employee and service to ensure suitability of the role for the employee. During this time employees will receive advice, training and guidance to help them become familiar with and competent in, performing the work they have been appointed to do. The appointment is subject to the satisfactory completion of the Probationary period which itself is subject to termination during any stage, by either party, upon notice in writing, or by payment in lieu of notice.

Management will provide casual employees with the [Casual Employee Information Statement](#) (CEIS)-

- after six months of employment
- after 12 months of employment and
- every 12 months after that to ensure employees are aware of the casual conversion to permanent employment legislation under the Fair Work Act (August 2024)

Our Service is committed to providing a comprehensive induction program to ensure the smooth integration of new employees. The approved provider or assigned nominee will support the new employee and help them to understand the organisational structure, how decisions are made and communicated and what role they will have in the decision-making process.

An induction checklist will be used to support this process, which explains an employee’s responsibility to know the policies, procedures and practices within our Service and their duty of care obligations to ensure the safety and wellbeing of all children. Induction will include relevant information on child safe practices including adhering to the Child Safe Standards, the National Model Code and Guidelines for taking images and video of children while providing education and care to children, Code of Conduct and strategies that identify, assess and minimise risks to children and mandatory reporting procedures.

Information will be provided to each new employee about their rights and responsibilities regarding hours of work, salary (award), Fair Work Act and associated legislation including Right to Disconnect. (See *New Employee Induction Checklist*).

Continuity in care within the Service is paramount. By orientating staff professionally and correctly, it guarantees the consistency of care not only within the room but also across the entire Service. New employees will undergo regular supervision appraisals, mentoring, training and development as part of the orientation process.

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Recruitment Policy* will be updated and reviewed annually in consultation with families, staff, educators and management.

RELATED HUMAN RESOURCES

Casual Conversion Procedure and Letter	New Employee Documentation Checklist
Code of Conduct	New Employee Induction Checklist
Confirmation of Employment Letter	New Educator Orientation Survey
Employment Application	Recruitment Plan
Employee Immunisation Record	Staff Handbook
Interview Guide and Questionnaire	

SOURCES

ACT Government. Access Canberra. (2020). [Working With Vulnerable People \(WWVP\) Registration](#)

Australian Children’s Education & Care Quality Authority. (2024). [Taking Images or Videos of Children While Providing Early Education and Care. Guidelines for the National Model Code.](#)

Australian Government Department of Education. *Child Care Provider Handbook (2023)*
<https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook>

Australian Government. Fair Work Ombudsman. (2020). Hiring employees <https://www.fairwork.gov.au/find-help-for/small-business/hiring-employees>

Australian Government. Fair Work Ombudsman. (2024). [Hiring employees](#)

Australian Government. Australian’s anti-discrimination law. <https://www.ag.gov.au/rights-and-protections/human-rights-and-anti-discrimination/australias-anti-discrimination-law>

Australian Human Rights Commission. Child Safe Organisations. <https://humanrights.gov.au/our-work/childrens-rights/projects/child-safe-organisations>

Commission for children and young people *Being a child safe organisation* <https://ccyp.vic.gov.au/child-safety/being-a-child-safe-organisation/>

Government of Western Australia (2020). Working With Children Check <https://workingwithchildren.wa.gov.au/>

Northern Territory Government (2020). Working With Children Clearance
<https://nt.gov.au/emergency/community-safety/apply-for-a-working-with-children-clearance>

NSW Department of Education. (2021). Implementing the Child Safe Standards: A guide for early childhood education and outside school hours care services.

NSW Government. (2020). Office of the Children’s Guardian: <https://ocg.nsw.gov.au/>

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https://ocg.nsw.gov.au/sites/default/files/2021-12/g_CSS_GuidetotheStandards.pdf?Embed=Y

Queensland Government Blue Card Services Queensland (2020). <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card-services>

Tasmania Government Consumer, Building and Occupational Services Registration to work with vulnerable People: http://www.justice.tas.gov.au/working_with_children

Victoria Government. Business Victoria. (2020). Staff recruitment <https://www.business.vic.gov.au/hiring-and-managing-staff/staff-recruitment/write-a-contractual-letter-of-offer>

Victorian State Government. Creating child safe organisations. <http://providers.dhhs.vic.gov.au/creating-child-safe-organisations>

[Western Australian Legislation Education and Care Services National Law \(WA\) Act 2012](#)

[Western Australian Legislation Education and Care Services National Regulations \(WA\) Act 2012](#)

REVIEW

POLICY REVIEWED BY	Rosie Hamilton		Director
POLICY REVIEWED	MARCH 2026	NEXT REVIEW DATE	MARCH 2027
VERSION NUMBER	V8.11.24		
MODIFICATIONS	<ul style="list-style-type: none"> • annual policy maintenance • probation period increased to six (6) months • updated information on legislation changes- Right to disconnect, Casual Employee Information Statement • checking prohibition notices on NQA ITS added • added National Model Code and Guidelines [optional] 		

	<ul style="list-style-type: none"> • WWCC sites checked and updated as required 	
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE
NOVEMBER 2023	<ul style="list-style-type: none"> • annual policy maintenance- no major changes • removal of COVID vaccination requirement • WWCC for SA removed (Recruitment Policy for SA available in CCD library) • sources checked for currency 	NOVEMBER 2024