



# RECRUITMENT POLICY

Our Service aims to implement a robust, well-planned child safe 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 child safe culture, 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.
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EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS	
S. 3A	Paramount consideration [NSW]
S. 166A	Offence to subject child to inappropriate conduct [NSW]
S. 174AA	Educators and other staff members of education and care service to notify certain information [NSW]
S. 188	Offence to engage person to whom prohibition notice applies
S. 188A	False or misleading information about prohibition notice [NSW]
4	Definitions
82	Environment to be free from tobacco, vaping devices, vaping substances, drugs and alcohol
83	Staff members and family day care educators not to be affected by alcohol or drugs
84	Awareness of child protection law
137	Approval of qualifications
168	Education and care services must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedure
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

Equal Opportunity Act (2020)	Fair Work Act 2009
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, Youth and Families Act 2005
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	Family Assistance Law – Incorporating all related legislation as identified within the <a href="#">Child Care Provider Handbook</a>

## 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 Safe Use of Digital Technologies and Online Environment 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, Youth and Families Act 2005, Fair Work Act and Anti-Discrimination Act.

All Service operations, decisions, and functions are underpinned by the principle that the rights and best interests of all children are paramount. Our Service ensures that child safety, wellbeing, and best interests take priority over all other considerations, including financial interests or other obligations of management.

Our Service is committed to being a child safe Early Education and Care Service and embedding the National Child Safe Principles and [Victorian Child Safe Standards](#). Our recruitment and screening processes play a vital role in protecting children from harm (Child Safe Standard 6). Our Service adopts and aligns with the [National Model Code](#) related to taking images or videos of children. (See *Safe Use of Digital Technologies and Online Environments Policy*.)

Our Service values workplace diversity and inclusion and we strongly encourage applicants from Aboriginal and Torres Strait Islanders, all genders, and individuals with a 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 (*See Recruitment Plan*). Recruitment decisions will be based on the needs 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, including mandatory child safety training
- 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 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) and wellbeing
- demonstrated understanding of child protection law, mandatory reporting requirements and processes to ensure the safety and wellbeing of children.

Comprehensive job 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
- position description- including objectives of the role, duties and accountability
- location
- description of the organisation/Service
- 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 strong commitment to providing and upholding a safe environment for children including an understanding of child protection law and mandatory reporter obligations
- closing date for applications
- contact information for further information
- immunisation requirements
- WWCC 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.

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

## INTERVIEWS

Our service will use the interview guide when preparing for interviews (*See Interview Guide*).

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. Reflective questions to support safeguarding practices will be included to assist

in determining whether the applicant is suitable to work with children. 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 always be 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 skills, experience, qualifications and adaptability, in alignment with National Principles for Child Safe Organisations.

All preferred candidates will undergo appropriate pre-employment checks including reference checks, Working with Children Check (WWCC) clearance, and where applicable National Police criminal history checks before an offer of employment is recommended. 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, suspension, supervision notices or disciplinary action that would prevent them from working with children. 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. These checks will be recorded on the *Prohibition Persons Search Register*. 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. Any negative findings identified through these recruitment checks will be considered during the recruitment and selection process. Prospective applicants with relevant prohibition or disciplinary actions may be deemed unsuitable and will not be engaged to work within the Service.

## REFERENCE CHECKS

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

At least 2 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 (see ACECQA [Referee checks tool](#)).

## 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 clearance prior to working at the service. Employees, volunteers or students that are unable to provide a copy of a validated WWC Check 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. Any applicant that has been excluded from working with children in another state /territory will face an automatic exclusion from the recruitment process.

In Victoria, the Working with Children Check is required prior to engagement of work-related activities for employees, volunteers and students. Employees, volunteers or students over the age of 18 may be able to apply for a Working with Children Check. [Working With Children Check Victoria](#)

## QUALIFICATION CHECKS

The approved provider will verify the qualifications of prospective educators and staff during the application process. Applicants are required to provide copies of their qualifications, which will be

assessed for authenticity and compliance with regulatory requirements. To ensure validity, the approved provider or nominated supervisor may undertake the following checks.

- contact the Registered Training Organisation (RTO)
- check ACECQA's [List of Approved Qualifications](#)
- contact the state teaching registration board (if applicable)
- cross reference qualifications using the applicants Unique Student Identifier (for courses completed after 2015).

Where a qualification is deemed invalid or fraudulent, the approved provider will notify the applicant and notify the [Australian Skills Quality Authority \(ASQA\)](#), [National Anti-Corruption Commission](#) and regulatory authority.

## 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 interviewee. A letter of offer letter will be provided to successful applicants upon acknowledgment. Successful applicants are required to provide documentation regarding qualifications and immunisations and complete an employee immunisation record. (*See Individual Employee Record 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. Employees engaged on a Fixed Term Contract will be provided with a [Fixed Term Contract Information Statement](#).

Applicants who are unsuccessful will be notified within an appropriate time frame via email.

## 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.

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 Education and Care Services National Law and Regulations, 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 completing mandatory child safe training which includes strategies to identify, assess and minimise risks to children, understanding of child protection law 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 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 on an annual basis or earlier if there are changes to legislation or ACECQA guidance, or any incident related to our policy. Feedback will be requested

from children, families, staff, educators and management and notification of any change to policies will be made to families within 30 days.

## RELATED RESOURCES

Casual Conversion Procedure and Letter	Induction Checklist
Code of Conduct	Interview Guide and Questionnaire
Confirmation of Employment	Offer of Employment Letter
Employee Details Form	Prohibited Persons Search Register
Employment Application	Recruitment Communication Letters
Employee Immunisation Record	Recruitment Plan
HR Management Review Audit	Recruitment Reference Checks
Individual Employee Record	Staff Handbook

## SOURCES

Australian Children's Education & Care Quality Authority. (2025). [Guide to the National Quality Framework](#)

Australian Children's Education & Care Quality Authority. (2023). [Embedding the National Child Safe Principles](#)

Australian Children's Education & Care Quality Authority. (2025). [NQF Child Safe Culture Guide](#).

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 \(2025\)](#)

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

Australian Government. [Australian's anti-discrimination law](#)

Australian Human Rights Commission. [Child Safe Organisations](#).

Commission for children and young people [Being a child safe organisation](#)

[Education and Care Services National Law Act 2010](#). (Amended 2025)

[Education and Care Services National Regulations](#). (Amended 2025)

NSW Government. (2025). [Education and Care Services \(Supply, Authorisation and Use of Devices\) Order 2025](#).

NSW Government. Office of the Children's Guardian. [Child Safe Recruitment and The Working with Children Check](#).

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

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

## REVIEW

POLICY REVIEWED	DECEMBER 2025	NEXT REVIEW DATE	NOVEMBER 2026
VERSION NUMBER	V9.11.25		
MODIFICATIONS	<ul style="list-style-type: none"> <li>annual policy review</li> <li>additional information added re: verifying qualifications, prohibition notices</li> <li>added legislation changes for child safety- National Model Code</li> <li>added reference to new mandatory policy- <i>Safe Use of Digital Technologies and Online Environments Policy</i></li> <li>additional NSW specific Law added and included in policy</li> </ul>		

	<ul style="list-style-type: none"> <li>• Reg 82 and 83 added to policy</li> <li>• sources checked and repaired as required</li> </ul>	
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE
NOVEMBER 2024	<ul style="list-style-type: none"> <li>• annual policy maintenance</li> <li>• probation period increased to six (6) months</li> <li>• updated information on legislation changes- Right to disconnect, Casual Employee Information Statement</li> <li>• checking prohibition notices on NQA ITS added</li> <li>• added National Model Code and Guidelines [optional]</li> <li>• WWCC sites checked and updated as required</li> </ul>	NOVEMBER 2025
NOVEMBER 2023	<ul style="list-style-type: none"> <li>• annual policy maintenance- no major changes</li> <li>• removal of COVID vaccination requirement</li> <li>• sources checked for currency</li> </ul>	NOVEMBER 2024