

WODEN EARLY CHILDHOOD CENTRE STAFF RECRUITMENT POLICY

POLICY STATEMENT:

Woden Early Childhood Centre implements fair and non-discriminatory recruitment practices in the employment of appropriately qualified, skilled and experienced staff.

This policy supports inclusive practices at Woden Early Childhood Centre. Please refer to the Inclusion policy

RATIONALE:

Staff are the critical component in the provision of high quality education and care for young children and services to their families. *Woden Early Childhood Centre* must be able to attract (and then retain) high quality staff in order to achieve its organisational goals.

SCOPE:

This policy applies to the Centre Director and Committee and relates to the appointment of staff for permanent and long term temporary positions within the Centre.

RELEVANT LEGISLATION:

Children's Services Regulation 2004 (Part 4, Division 1, Clause 51)
Anti-Discrimination Act 1977
Equal Employment Opportunity (Commonwealth Authorities) Act 1987
NSW Industrial Relations Act 1996
Privacy & Personal Information protection Act 1998

QUALITY ASSURANCE SYSTEM:

Quality Improvement & Accreditation System – N/A

LOCATION OF INFORMATION :

This information is also located in the Staff Handbook Source Documents

Source Documents:

Children's Services Regulation 2004

Other Key Resources:

Community Child Care Co-operative, *Managing a Child Care Service – 2005*, Section 7

Information on Legislation/Acts – www.austlii.edu.au (July 2006)

Linking Policies

Inclusion

Policy development and review

Staff development and appraisal.

POLICY REVIEW

This policy is reviewed on a biannual basis both by the centres staff and then by families. Once the Policy has been reviewed and changes are made it goes to the management committee for ratification. Please refer to the Policy development and review policy.

Date endorsed by Committee: 24.3.09

Date to be reviewed: 24.3.10

1. EQUAL EMPLOYMENT OPPORTUNITY

1.1 Woden Early Childhood Centre supports the principles of the *Equal Employment Opportunity Act*. In order to find the best applicant/s for the position, *Woden Early Childhood Centre* is focused on the requirements of the job rather than on questions or assumptions about the applicant's circumstances or background. Woden Early Childhood Centre does not discriminate against applicant/s with regard to:

- race, colour and national origin;
- gender;
- marital status ;
- parental status (including pregnancy);
- religious or political beliefs, activities or practices;
- physical or intellectual impairment;
- HIV and AIDS status.

1.2 *Woden Early Childhood Centre* develops and monitors all employment policies, practices and procedures to ensure that equal opportunity principles are followed in all areas of staff recruitment, induction and management.

2. PRACTICES:

The following practices relate to the appointment of permanent and long term temporary positions within the Centre, rather than for short term or casual staff appointments.

2.1 General

2.1.1 When a position becomes vacant, the Centre will review the position and the Centre's requirements.

2.1.2 The review considers the particular role, responsibilities, qualifications and/or skills required, position within the Centre staffing structures and if the Centre's requirements can be met in a different way.

2.1.3 Generally, most vacant positions are advertised externally in order to gain a wide pool of suitable applicants from which to select a new staff member. However, wherever possible, a vacant position may initially be advertised internally (except in situations covered in 2.1.4 below).

2.1.4 Internal applications follow the formal recruitment process (as outlined below) to ensure that positions are filled without bias, advantage/disadvantage to all applicants. The Centre may also need to determine if staff on short term temporary contracts or regular casual staff can apply for internally advertised positions. Otherwise, these staff can only proceed when external applications for permanent or long term temporary positions are sought.

2.2. ADVERTISING THE POSITION

2.2.1 Depending on the position vacant, advertising for the position will be via an internal notice within the staff room or, if external, via newspaper (local and/or regional, national) the internet, or through a recruitment agency.

2.2.2 The advertisement can reflect the Centre's philosophy or focus, it will include the Position Description; the tenure/status of the position; selection criteria including the qualifications (where relevant) and experience needed; information or documentation required of the applicant; closing date; contact person for further information; address, fax and email details and requirements under the *Working With Children Check* (WWCC).

2.2.3 External advertisements will include the words "*Only successful applicants for an interview will be contacted.*" (Otherwise the Centre needs to respond to all applications received).

2.2.4 When applicants make contact about the position, the following information will be sent to them:

- Information on the Centre;
- Position Description;
- Any other document/s, considered relevant to the position;

2.3 INTERVIEW PANEL

2.3.1 For all positions (except for Centre Director) the panel usually consists of

- Centre Director (Convenor)
- Centre's early childhood teacher or other senior staff member
- Committee or family representative

2.3.2 For Centre Director, the panel will usually consist of

- Committee President (Convenor)
- Member of Committee Executive
- Independent or family representative
- Staff representative (as an observer to provide informal feedback)

2.4 CULLING PROCESS

2.4.1 When the number of applications is excessive eg, for Child Care Worker positions, the Centre Director may do an initial cull.

2.4.2 The panel members undertake the final culling of applications using the selection criteria as the basis for offering an interview.

2.4.3 When culling applications, care needs to be taken not to exclude an applicant/s:

- with overseas qualifications before the qualifications have been checked for acceptability.
- with work experience which, while unusual, may be relevant
- on the basis of assumptions about physical attributes or any other discriminatory factors which have no bearing on the performance of tasks required.

2.5 INTERVIEW PROCESS

- 2.5.1 As relevant, the panel decides if the questions are to be provided, in writing, to the applicant immediately prior to the interview.
- 2.5.2 All applicants are asked the same questions.
- 2.5.3 As relevant, the panel decides if the applicant/s receive a tour of the Centre following their interview and, if so, arrange this with other staff

Interviews can be stressful and the panel should make each applicant feel as comfortable as possible during the process.

2.6 AFTER THE INTERVIEWS

- 2.6.1 The interview panel discusses all applicants and arrives at a majority decision, but preferably a consensus decision on the successful applicant.
- 2.6.2 Consideration is given to a second choice for the position in the event that the preferred applicant declines the position.
- 2.6.3 The Convenor of the panel checks at least 2 referees of the preferred and second choice applicant. The panel agrees on specific aspects/questions to be asked of referees and referee reports are documented.
- 2.6.4 The applicant is made aware that the offer of employment is condition on the successful return of WWCC (working with children check). An unsuccessful return of the WWCC , will be discussed between the Convenor and the Committee President.
- 2.6.5 A Letter of Appointment/Contract of Employment is prepared and two copies are posted (or when necessary, provided on the first day of employment), for the applicant's signature on both copies. One is kept by the employee and the other copy is placed on the employee's personal file.

2.7 UNSUCCESSFUL APPLICANTS

- 2.7.1 Unsuccessful applicants are advised in writing. However, this process is not undertaken until the chosen applicant has accepted the position.
- 2.7.2 As a professional courtesy, notifying unsuccessful applicants is done in a timely manner following the interview.
- 2.7.3 Consideration is given to providing feedback to unsuccessful applicant/s, should they request this. **See also – Induction of New Staff policy**