



Recruitment, Induction & Training

Review Date: 20/05/2028

Purpose

Evans Head Woodburn Preschool is a **community based, not for profit preschool** committed to creating a safe, nurturing and inclusive environment where every child feels a strong sense of belonging. Guided by our philosophy—which values **relationships, community connection, respect for Country, children’s agency, and collaborative partnerships with families**—we implement recruitment, induction and training practices that uphold the highest standards of child safety.

This policy ensures our practices comply with the **Children (Education and Care Services) National Law, Education and Care Services National Regulations, NSW Child Safe Standards, and the Working with Children Check Act 2025 (NSW)**. It outlines how we select, induct and support staff and volunteers who share our commitment to children’s wellbeing, rights and safety.

Application

This policy applies to all individuals engaged or proposed to be engaged at Evans Head Woodburn Preschool, including:

- Educators and teachers
- Administration staff
- Volunteers
- Students on placement
- Contractors and agency staff

This applies whether or not the role involves direct contact with children.

Guiding Principles

Our approach to child safe recruitment and training is grounded in our preschool's philosophy and values:

- **Children are at the centre of everything we do.** Their safety, rights, voices and wellbeing are paramount, and guide all decisions.
- **Relationships matter.** We seek staff who build warm, respectful and trusting relationships with children, families, and colleagues.
- **Community connection is essential.** As a community run preschool, we value transparency, shared responsibility and collaboration.
- **We honour Bundjalung Country.** Staff must demonstrate respect for Aboriginal and Torres Strait Islander cultures and support culturally safe practice.
- **We uphold the NSW Child Safe Standards** and embed them in everyday practice.
- **We recruit people who reflect our values,** uphold professional boundaries, and demonstrate integrity, empathy and commitment to children's safety.

We follow the eight steps to child safe recruitment:

1. Role description
2. Job advertisement
3. Shortlisting
4. Interviews
5. Referee checks
6. Background checks
7. Onboarding and induction
8. Ongoing child safe employment practices

Policy

1. Role descriptions include child safety requirements

Our role descriptions clearly state that:

- Child safety is a core responsibility.
- Staff must uphold our preschool's philosophy, values and Code of Conduct.
- Staff must demonstrate child-safe behaviours, maintain professional boundaries, and comply with mandatory reporting obligations.
- Staff must actively contribute to a culture of safety, respect and inclusion.

This ensures applicants understand from the outset that safeguarding children is central to their role.

2. Job advertisements

All job advertisements:

- State our commitment to **child safety** and our identity as a **community-based, not-for-profit preschool**.
- Highlight our values of belonging, respect, community and child-centred practice.
- Require a valid Working With Children Check (unless exempt).
- Ask applicants to demonstrate their understanding of child safety and alignment with our philosophy.
- Make clear that we undertake rigorous screening to assess suitability to work with children.

3. Pre-assessment of applications (shortlisting)

We assess all applications for:

- Qualifications and experience
- Understanding of child safety and child protection legislation
- Alignment with our preschool's philosophy and values
- Evidence of respectful, child-centred practice

- Any “red flags,” including:
 - Frequent job changes
 - Unexplained gaps in employment
 - Inconsistencies in work history

Concerns identified during shortlisting are explored further during interviews or reference checks. All shortlisting decisions are documented.

4. Interviews focus on experience in child-related roles

Interviews are structured to assess:

- Commitment to child safety
- Understanding of the NSW Child Safe Standards
- Ability to build respectful relationships with children and families
- Cultural safety, including respect for Aboriginal and Torres Strait Islander children
- Responses to child-safe scenarios
- Alignment with our preschool’s philosophy

Where possible, interviews are conducted by more than one panel member to ensure fairness and transparency.

We document interview outcomes and decisions.

5. Robust reference checks

We require two referees, including one from the applicant’s most recent role. Referees must have directly supervised the applicant.

Reference checks include questions about:

- Suitability to work with children
- Professional conduct and boundaries
- Any disciplinary history
- Concerns about behaviour or integrity

Verbal references are preferred. All reference checks are recorded and stored securely.

Robust background checks

1. Pre-employment screening

Before engagement, we verify:

- Working With Children Check (WWCC)
- Qualifications and RTO registration
- 100-point identity check
- National Criminal History Check (if applicable)
- Prohibited person status via NQA ITS
- Teacher accreditation (if applicable)
- ACECQA Prohibition Notice Declaration and Compliance History forms

All records are stored securely.

2. Volunteers

Volunteers engaged in child-related work must:

- Hold a valid WWCC
- Participate in an informal interview
- Demonstrate alignment with our philosophy and child-safe values

3. Negative notices, disqualified persons and interim bars

If we become aware that a person is:

- Disqualified
- Subject to an interim bar
- Issued a negative notice

We immediately remove them from child-related work and notify the NSW Early Learning Commission within 24 hours, as required.

4. Prohibited persons

We comply with Sections 182–183 of the National Law regarding prohibition notices.

Child-safe inductions

Before commencing child-related work, all new staff and students:

- Are entered into the National Early Childhood Worker Register
- Receive a structured induction covering:
 - Child protection legislation
 - Our Code of Conduct
 - Child Safe Environment Policy
 - Mandatory reporting
 - Professional boundaries
 - Supervision expectations
 - Use of personal devices
 - Our philosophy, values and community-based approach
 - Cultural safety and respect for Bundjalung Country

New staff receive mentoring and supervision to support safe practice. A three-month probationary period applies (or as determined by the Management Committee).

1. Child safe training for new staff

All new staff must complete required child safe training before working unsupervised with children. Training records are maintained and monitored.

Ongoing child-safe employment practices

We maintain ongoing vigilance by:

- Regularly verifying WWCC status
- Monitoring expiry dates
- Checking NQA ITS for prohibited persons
- Maintaining accurate staff records
- Responding promptly to concerns or allegations
- Ensuring all staff complete refresher child protection training

1. Child-safe training for all staff

We provide ongoing professional learning in:

- Child protection
- Recognising grooming and risk indicators
- Mandatory reporting
- Cultural safety
- Trauma-informed practice
- Positive relationships and behaviour guidance

Training is updated to reflect legislative changes and emerging risks.

2. Performance development

Child safety is embedded in performance reviews through:

- Reaffirming child safety responsibilities
- Observing practice and providing feedback
- Identifying professional learning needs
- Addressing concerns promptly

Meticulous record keeping

We maintain secure, confidential records of:

- WWCC verification
- Reference checks
- Background checks
- Induction and training
- National Early Childhood Worker Register entries
- Concerns, allegations or notifications
- Policy reviews and updates

Records are accessible only to authorised personnel.

Related Documents and Resources

- Evans Head Woodburn Preschool Philosophy
- Child Safe Code of Conduct
- Child Protection and Mandatory Reporting Policy
- Child Safe Incident Reporting and Response Procedures
- NSW Child Safe Standards
- WWCC Act 2025 Guidance
- National Law and Regulations
- Recruitment and Induction Checklists
- Referee and Interview Templates

Monitoring, Evaluation and Review

This policy is reviewed bi-annually or sooner if required by legislation or significant incidents. All staff reaffirm their understanding of child safety obligations during annual performance reviews.

In accordance with Regulation 172, families will be notified at least 14 days before any significant policy change.

Approved Provider Representative:

Name:..... Ashliegh Mitchell

Role: President

Signature:

Date Adopted:20 / 05 / 2026.....

REVIEW DATE:20 / 05 / 2028.....

POLICY REVISIONS		
Policy Reviewed/ Adopted	Approved Provider Representative	Review Date
20/05/2026	Ashliegh Mitchell	20/05/2028