



## STAFF RECRUITMENT POLICY

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Responsible person	Adam Scott	Scheduled review date	30/6/23

### INTRODUCTION

The success of White Cloud Foundation relies on its ability to attract the best staff and volunteers available. Recruitment methods must be fair, efficient, and effective.

As White Cloud Foundation is a 'Child and Youth Safe' organisation, it is committed to ensuring all staff and volunteers meet necessary requirements and are fit-for-purpose for working with children, young adults and vulnerable adults.

### PURPOSE

The Staff Recruitment Policy has been established to ensure White Cloud Foundation can attract the best available staff and volunteers for all vacant positions. This policy relates to employment of all staff and volunteers other than the CEO and where a restricted employment exception occurs (see Appendix 1).

### POLICY

White Cloud Foundation is committed to providing high quality programs and services to our community. To support the achievement of this objective we recognise the importance of employing the most suitable applicant for all vacant positions.

White Cloud Foundation will ensure it has the best opportunity to attract the best available staff by broadly advertising all vacant remunerated positions and volunteer vacancies as deemed appropriate.

White Cloud Foundation will take all reasonable steps to ensure that applicants may be safely entrusted with the duties of their position.

White Cloud Foundation is committed to providing a work environment that is free from harassment and discrimination.

White Cloud Foundation is committed to ensuring a safe and supportive environment for children and young people. In doing so, White Cloud Foundation strictly adheres to the legislative framework; The Working with Children (Risk Management and Screening) Act 2000 and the Working with Children (Risk Management and Screening) Regulation 2020.

All recruitment and selection procedures and decisions will reflect White Cloud Foundation's commitment to providing equal opportunity by assessing all potential candidates according to their skills, knowledge, qualifications, and capabilities. No regard will be given to factors such as age, gender, marital status, race, religion, physical impairment, or political opinions.

White Cloud Foundation adopts a rigorous recruitment and selection process that allows us to determine a potential employee or volunteers values and motivation for working within a child and youth safe environment.

## **RESPONSIBILITIES**

It shall be the responsibility of the Board Chair or Executive Staff to implement this policy and to monitor its performance.

It is the responsibility of the Board Chair and Executive Staff to ensure that:

- They are familiar with the recruitment policies and procedures, and that they follow them accordingly;
- Staffing levels are determined and authorised;
- All roles have current position descriptions that specify role requirements and selection criteria;
- All potential employees and volunteers are aware that White Cloud Foundation prefers all staff to complete working with children checks prior to commencing employment; and
- All staff must agree to comply with White Cloud Foundation Code of Conduct.

## **PROCEDURES**

### **Pre-Recruitment Activities**

When it becomes necessary to recruit for a position, the requirements for the position, and the key selection criteria including skills, experience and qualifications should be carefully considered.

If no position description exists for the available position, or if it requires revising, this is the responsibility of the Executive Staff or Board Chair. Once the new position description or amendments have been drafted, it should be approved by the Board Chair and/or Board. Selection criteria will be drawn up based on a position description.

The advertising process should be explicit in detailing White Cloud Foundation's organisational commitment to ensuring child and young person safety and wellbeing. Appendix 2 details sample wording for all position descriptions and job advertisements.

## **Direct Internal Appointments/Promotions**

Executive Staff or the Board Chair may, without advertising, direct appoint or promote a volunteer, contract employee, temporary or casual employee to a permanent role of the same nature if the following requirements are met:

- The person in question must have undertaken the duties of the role for a continuous period of not less than one year.
- The person in question has been assessed as having demonstrated performance of a sufficiently high standard that advertising the role would be unlikely to yield a superior candidate.

This process is of a similar nature to the Queensland Health policy for direct appointments.

## **Internal Advertising**

Not applicable to White Cloud Foundation at this stage.

## **Use of Recruitment Consultants**

Where deemed appropriate, external recruitment consultants may be used for recruitment purposes.

It remains the responsibility of the person recruiting the role to ensure that the recruitment consultant adheres to White Cloud Foundation's recruitment and selection policies.

## **Screening Applicants**

Diligence in the screening process ensures the selection of the most appropriate person with values in line with that of White Cloud Foundation. Further guidance in relation to interview processes can be found in the White Cloud Foundation Recruitment [Guidelines](#).

If a recruitment consultant has been engaged to recruit for a paid position, they will be responsible for screening the applicants and ensuring compliance with this policy and White Cloud Foundation's Child and Youth Risk Management Policy.

Resumes or expressions of interest must be screened against the position description so that assessments can be made of their suitability for the specific role. Applicants who are assessed as suitable will then be selected for an interview.

Due to the nature of the services provided at White Cloud Foundation, it is highly preferred that potential employees be subject to both identity and working with children checks. Additional Police checks may be required at the discretion of the Executive Board or Board Chair. These checks shall be arranged only with the consent of the applicant concerned; however, if consent is refused this shall be taken into consideration in the selection process. Appendix 3 details the pre-employment identity check requirements.

As working with children checks are generally limited to Australian criminal histories, any applicant who has worked overseas in a child-related role for 12 months or more in the ten years prior to applying for a role with White Cloud Foundation will be asked to sign a Statutory Declaration. This Statutory Declaration will state that they have no criminal history overseas that would, if

committed in Australia, disqualify them from applying for a Blue Card. A record of these declarations should be securely stored in the employee's file.

References will be sought for all positions (volunteer and paid employment), excluding Direct Internal Appointments. A minimum of two reference checks are required for each preferred applicant or volunteer. These checks will serve to gather additional information about the person's suitability to work in the role for which they have applied/volunteered. Referees will be asked a few questions pertaining to the person's suitability and skills as well as any concerns they may have about the applicant working with children or young people.

Previous employers and referees shall be contacted, and transcripts, qualifications, publications and other certification or documentation shall be validated.

In the instance that the potential employee or volunteer has no prior employer, personal references should be sought. See White Cloud Foundation [Recruitment Guidelines](#) for a list of preferred providers of personal references.

For volunteers, evidence of this process will be recorded on the White Cloud Foundation Employee register. For both volunteers and paid employees, details of reference checks should be saved in the employee's file for future reference.

All checks which form part of the selection process should be conducted prior to issuing an offer of employment.

### **Conducting Interviews**

The integrity of White Cloud Foundation as a child safe organisation is of utmost importance, therefore, the recruitment and selection process involve a thorough interview.

The short-listing and interview process will be conducted by a selection panel which will be appointed by and will include the Board Chair or their nominee and the supervisor for the position.

If any member of staff finds that they are assessing any applicant where there is a perceived or actual conflict (eg. where the applicant is a family member, friend or past colleague) they shall declare the perceived or actual conflict to the panel.

The interview process includes scrutiny of complete work history and exploration of a person's motivation and suitability for working with children, young people and vulnerable adults. To help determine a potential employee's values and approach to the safety of children and young people, all potential employees as of 1 January 2022 will be asked a child and youth safety question during the formal interview process. The minimum standard screening interview question for interviewees can be found in Appendix 4.

### **New Starter Paperwork**

When a candidate has been selected, the Board Chair or supervisor is to make a verbal offer to the candidate.

The Board Chair or supervisor should ensure that all recruiting documents are completed, compliance checks returned and securely filed and documented for future reference. Blue Card compliance database should be updated.

The Board Chair or supervisor will prepare a letter of employment or volunteer agreement and send with a copy of the White Cloud Foundation Code of Conduct to the successful candidate. The letter of employment or volunteer agreement will confirm the start date, salary (if any), position and the terms and conditions of employment pertaining to the employee. The contract of employment and Code of Conduct should be signed and returned, then securely stored in the employee's employment file.

For paid employees, once the candidate's signed letter of offer has been received, the Board Chair or supervisor is to notify all unsuccessful candidates. If an external recruitment agency has been used, the Board Chair or supervisor is to notify the agency, who will notify the unsuccessful candidates.

The Board Chair or supervisor is responsible for ensuring that the necessary documentation, equipment and access privileges are prepared for the new employee. Details of the required documentation and access privileges can be found on the Employee Register and Induction Checklist.

### **Records and Correspondence**

All applications will be marked "Confidential" when being forwarded to Board members or other members of a selection panel.

Letters/emails of acknowledgment will be emailed to all applicants prior to the short-listing of final suitable applicants. Short-listed but unsuccessful applicants will be advised that their CV will be retained by White Cloud Foundation for future reference, unless the applicant advises otherwise.

Applicants who do not meet the key selection criteria and are not suitable to be short-listed for an interview will be emailed advising them that their application has been unsuccessful. Any supporting documentation supplied by the applicant will be destroyed.

Documentation of the interview process for successful candidates, including but not limited to referee and identification checks, will be filed in a secure employee file.

All employees and volunteers will be subject to a three-month probationary period.

### **Exit Interviews**

White Cloud Foundation is a committed learning organisation. All employees, remunerated or voluntary, will be offered an opportunity for an exit interview.

# Appendix 1

## Restricted Employment

In accordance with Blue Card Service Queensland, restricted employment refers to situations that allow a person to work with children without a blue card, such as if they are:

- A volunteer parent
- A volunteer who is under 18
- Paid or unpaid staff who work in regulated child-related employment for not more than 7 days in a calendar year
- A person with disability who is employed at a place where the person also receives disability services or NDIS supports or services
- A secondary student on work experience who carries out disability related work under the direct supervision of a person who holds a blue or exemption card

## Appendix 2

### **Child and Youth Risk Management: Sample wording for Position Descriptions and Job Advertisements**

White Cloud Foundation is committed to ensuring the safety and wellbeing of all children and young people. This includes protecting them from harm. At White Cloud Foundation we have zero tolerance for child abuse and are committed to ensure compliance with all relevant child protection laws and regulations. Therefore, you will be required to comply with the Blue Card Screening requirements, identity, and referee checks. You will be required to disclose any information relevant to your eligibility to engage in activities involving children and young people. For more information on restricted person and restricted employment, please refer to the [Blue Card Service Fact Sheet](#).

## Appendix 3

### Pre-Employment Identity Check Requirements

Three forms of identification are required to be stored in the employee record prior to the commencement of employment. These should include:

- A minimum of one government issued form of identification (birth certificate, passport, driver's license, citizenship/immigration documentation)
- Two other forms of identification (utility bill, credit card, Medicare card)

Copies of original documents are to be certified copies and should be current and valid. The identity documents need to provide evidence of photo identification, signature, proof of address and proof of any name change.

## Appendix 4

### **Child and Youth Risk Management: Minimum Standard Interview Question**

White Cloud Foundation is committed to ensuring that the behaviour of all paid employees and volunteers towards children and young people is appropriate. Can you explain what you see as 'appropriate' and 'inappropriate' practices within the role you have applied for today