

St. Catherine's Early Education Centre RECRUITMENT & SCREENING POLICY

Effective Date: February 2026

Review Date: February 2028

Policy Code: CS-05

Version: 2026-V1

Applies to: Approved Provider, Nominated Supervisor, Responsible Persons, Educators, Staff, Volunteers, Students

Purpose

The safety, rights and best interests of children are the paramount consideration in all recruitment decisions.

This policy aligns with the Education and Care Services National Law and Regulations, including Regulation 84 (Awareness of Child Protection Law), Regulation 155 (Interactions with Children), Regulation 168 (Required Policies), the Victorian Child Safe Standards (2022), and the Social Services Regulator (SSR) framework.

Mandatory Pre-Employment Requirements

Prior to commencement, all staff, volunteers and students must provide:

- A verified and current Working With Children Check (WWCC)
- Two professional reference checks, including child-related conduct verification
- Qualification verification (where applicable)
- Participation in child safety-focused interview questions
- A Police Check (no more than 2 months old)
- Immunisation evidence (as required)
- Completion of mandatory child safety and child protection training
- A signed Code of Conduct acknowledgement

No person may commence employment until WWCC verification is confirmed.

Child Safe Screening

Interview and reference processes must assess:

- Attitudes, values and behaviours toward children
- Understanding of professional boundaries
- Knowledge of mandatory reporting obligations
- Awareness of inappropriate conduct definitions

Recruitment practices are designed to actively identify and exclude unsuitable persons.

Probation & Monitoring

All new employees are subject to a six-month probation period, including structured supervision, mentoring and performance evaluation aligned with child safety expectations.

Governance Oversight

The Approved Provider and Director oversee recruitment decisions and ensure compliance with legislative obligations and child safety requirements.

Recruitment processes are periodically reviewed as part of the service's governance and compliance monitoring framework.

Related Policies

- Child Safety & Wellbeing Policy
- Child Protection Policy
- Reportable Conduct Scheme Policy
- Code of Conduct
- Working With Children Check Procedure
- Governance & Leadership Policy

Governance Review Record

Version	Date Reviewed	Reviewed By	Reason for Review	Summary of Changes	Approved By	Next Review Date
2026-v1	23/02/2026	Director	2026 legislative reform	Embedded paramouncy principle. Updated regulator references. Strengthened screening and WWCC verification	Board / Approved Provider	February 2028

Approval

Director: Jennie Madden

Date: 04/03/2026

Board Endorsement-Approved Provider: _____

Date:

Next Scheduled Review: February 2028