

# Recruitment, Induction and Training Policy

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**Quick reference:** child safe employment practices | child safe standards | child protection | safe and suitable staff | supervision | | record keeping | working with children checks | National Early Childhood Worker Register | performance reviews | paramount consideration | background checks | monitoring and compliance

## PURPOSE AND BACKGROUND

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- (1) To make sure that we hire and keep staff who are suitable and who put children's safety, best interests, rights and wellbeing first
- (2) To set out clearly our requirements and procedures for child safe recruitment, induction and training
- (3) To provide clear processes for staff screening checks that are in line with the Working with Children Check requirements under the *Worker Screening Act 2020 (Vic)* and *Worker Screening Regulations 2021*
- (4) This policy complies with the *Education and Care Services National Law and Regulations* and the National Quality Standards (NQS)
- (5) This policy complies with the requirements under the Victorian Child Safe Standards to have child safe recruitment, screening, induction and training policies and procedures in place.
- (6) This policy also helps us to fulfil our obligation under the Reportable Conduct Scheme to have systems in place to prevent and respond to child abuse

## SCOPE

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- (7) This policy applies to:
  - a. 'Staff': the approved provider, persons with management or control, nominated supervisor, paid workers, volunteers, work placement students, and third parties who work at our service (e.g., contractors, subcontractors, self-employed persons, employees of a labour hire company)
  - b. Children who are in our care, their parents, families and care providers
  - c. Visitors to our service

## DEFINITIONS

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- (8) The following definitions apply to this policy and related procedures:
  - a. 'Staff', unless indicated otherwise, refers to the approved provider, persons with management or control, the nominated supervisor, paid employees, volunteers, students, and third parties who are covered in the scope of this policy. Note: 'staff',

'employees' and 'workers' etc may have their own, different definitions in legislation covered in this policy

## **POLICY STATEMENT**

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### **Child safe procedures**

- (9) Staff at our service must be suitable and supported to reflect child safety and wellbeing values in practice (Child Safe Standard 6)
- (10) Staff must be equipped with the knowledge, skills and awareness to keep children safe through ongoing education and training (Child Safe Standard 8)
- (11) Educators, co-ordinators and staff members' performance must be regularly evaluated and individual plans must in place to support learning and development (National Quality Standard 7.2.3)
- (12) Management, educators and staff must be aware of their roles and responsibilities regarding child safety, including to identify and respond to every child at risk of harm (including abuse or neglect) (National Quality Standard 2.2.3)
- (13) We have a robust, structured and best practice approach to hiring, inducting, training and screening staff that is focussed on child safety and wellbeing
- (14) Staff follow our child safe procedures for recruitment, induction, training and WWCC (attached) to ensure that:
  - a. Recruitment, including advertising, referee checks and pre-employment screening emphasise child safety and wellbeing
  - b. All staff, including students and volunteers, have current working with children checks and other required background checks (unless they are exempt under the law)
  - c. All staff, students and volunteers receive an appropriate induction and are aware of their responsibilities to children, including record keeping, information sharing and reporting obligations
  - d. All staff participate in a structured program of professional development to keep their child safety knowledge and skills current
- (15) Child safety and wellbeing is the focus of our ongoing supervision and management of staff, and staff leaders follow a structured process for the performance appraisals

### **Recruitment**

- (16) We only hire people who we assess as being safe and suitable for the job
- (17) Anyone whose job involves contact with children must be caring, loyal and capable. They must have the skills, qualifications and experience to implement our vision and program

- (18) We promote our commitment to child safety and wellbeing as a way to attract staff who have the same commitment.
- (19) Our job advertising includes our *Statement of Commitment to Child safety and Wellbeing*, a requirement under the Child Safe Standards
- (20) We spend time considering who we are looking for. Our job description and job advertisement describe who we are looking for and what they need to bring to the role
- (21) We use face-to-face interviews to explore shortlisted candidates' background, work history, skills and values, and to evaluate their suitability to work with children (if applicable)
- (22) Our interviews are structured, and questions are prepared in advance
- (23) Successful candidates are given a probationary period of <3 months>, which gives us the opportunity to check the new staff member is committed to children's safety and wellbeing
- (24) Before employing any new staff (including volunteers and students), we check their suitability for the job
- (25) All shortlisted candidates must provide us with two referees. We ask the referees about the candidate's work history, attitude to and knowledge of child safety and child protection, and their suitability for working with children (if applicable)
- (26) We conduct any other registration or background checking needed for the job such as WWCCs, National Police Checks, verifying qualifications are legitimate and approved, prohibition notices, suspension notices, supervision notices, mandatory training notices or enforceable undertakings in place
- (27) We keep records of our recruitment process, including written notes of verbal interviews and reference checks

## **WWCC requirements**

- (28) Staff must follow our WWCC Procedure
- (29) Everyone over 18 years old working with children, including volunteers and students, must hold a current Working with Children Check (WWCC) or be a registered teacher with the Victorian Institute of Teaching (VIT) before they start at our service, including:
  - a. All staff – permanent and casual (including non-educator staff such as cooks and administration)
  - b. Nominated supervisors
  - c. Persons with management or control
  - d. Persons on day-to-day charge
  - e. Volunteers and students
- (30) Applications that are pending or in progress are not acceptable
- (31) It is a criminal offence to work in an early childhood service without a WWCC or VIT registration (unless the person is exempt)

- (32) It is an offence for us to knowingly employ or engage someone who does not have a valid WWCC or VIT registration (except if they are exempt)
- (33) The approved provider, nominated supervisor or a person in day-to-day charge must check a person's WWCC/VIT registration status before they are engaged or employed (*National Regulations* reg 358 (Victoria))
- (34) Staff and volunteers under 18 years of age do not require a WWCC, but they must be under the direct and immediate supervision of an educator aged over 18 years
- (35) We may also require contractors and visitors who are not working directly with children to have a current WWCC, depending on their role and risk to children's safety
- (36) The approved provider must keep the identifying number and the expiry date of person's WWCC or VIT registration on the person's record

### **Prohibition persons register requirements**

- (37) It is an offence to engage a staff member or volunteer at our service who is the subject of a prohibition notice (*National Law* s 188)
- (38) The approved provider must ensure that we check the register of prohibited persons and suspended educators register on the NQA ITS before the person starts

### **National Early Childhood Worker Register**

- (39) The approved provider must ensure that we record the required information in the National Early Childhood Worker Register (*National Regulations* reg 154A) for:
  - a. All educators
  - b. Non-educator staff – e.g., administrative staff, cooks
  - c. Nominated supervisors
  - d. Temporary staff, including those employed by an employment agency or labour hire company
  - e. Volunteers
  - f. Students
- (40) When we engage, appoint or employ any of the above people, the approved provider must ensure that the Register is updated with all the required information within 14 days. The information must also be updated within 14 days whenever there are any changes (e.g., employment ceases, revoked WWCC, contact details change) (*National Law* s 269E)
- (41) ACECQA and the regulatory authority may disclose information on the National Early Childhood Worker Register to other government departments and authorities

### **Inductions**

- (42) All new staff (including volunteers and students) are inducted

- (43) At induction, staff are given our staff handbook and told how to access our policies and procedures
- (44) Our induction program includes information on:
- a. Our service
  - b. The staff member's team/s and role
  - c. Our commitment to child safety and well-being. Staff must sign our Child Safe Code of Conduct and acknowledge in writing that they understand, and will follow, all of our child safe policies and procedures
  - d. Emergency and evacuation procedures
  - e. The structure to support new staff members, which includes arranging regular meetings with their supervisor/s and two scheduled probationary meetings
- (45) Staff must acknowledge that they understand and can follow our policies and procedures

## Training

- (46) The approved provider must ensure that staff have the mandatory qualifications and training specified in *the National Law and Regulations* and any other applicable legislation
- (47) We develop and reinforce the knowledge and skills of our staff through a structured program of professional development
- (48) Each program is tailored to the staff member's individual needs and aspirations
- (49) We have a collaborative approach: the program is developed by the staff member and their supervisor
- (50) The program covers any mandatory and desirable training, including for:
- a. Child safety, child protection and anti-discrimination laws and our obligations under them (including reporting, responding to inappropriate sexualised behaviour, indicators of harm, trauma, children's rights, diversity and inclusion, harassment and bullying, cultural safety, privacy and information sharing, family violence)
  - b. Identifying, assessing and managing risks
  - c. Compulsory training required by industry standards or legislation
  - d. Work health and safety, including emergency and evacuation plans and procedures
  - e. All the other policies and procedures that the staff member needs to understand for their job
  - f. Pedagogy, the approved learning framework, the NQS, National Law and Regulations (when applicable to the job)
- (51) Staff's progress on their professional development program is reviewed during performance appraisal meetings

## Ongoing monitoring and performance appraisals

- (52) As well as conducting all the necessary screening and background checks before new staff start, we continue to monitor their suitability throughout their involvement with our service. This includes ongoing checks for changes in a person's WWCC status, and for any new suspension notices, supervision notices, prohibition notices, mandatory training notices or enforceable undertakings in place
- (53) Staff follow our WWCC Procedure to ensure we are complying with the law. It requires us to:
- a. Maintain a WWCC Register to track when staff WWCCs/VIT registrations are due to expire
  - b. Check all renewed WWCCs/VIT registrations
  - c. Report changes that could affect a person's WWCC/VIT registration status
  - d. Keep records of WWCCs/VIT registrations
- (54) Staff performance will be formally appraised and documented:
- Within 6 months of their start date in a role
  - At least once every 12 months, thereafter, and
  - Throughout the year with informal 'check-ins' between staff members and their team leader
- (55) Each staff member's performance will be assessed against their job description, the ECEC Code of Ethics, our Child Safe Code of Conduct and Staff Code of Conduct, Child Safe Standards, our statement of philosophy, and the relevant areas of the National Quality Standard
- (56) We keep accurate written records of any concerns about staff conduct, and act on any allegations or incidents of breaches to our codes of conduct or other policies and procedures

### **Changes to WWCCs and regulatory notices**

- (57) Staff (including temporary staff), students and volunteers must immediately notify the approved provider the nominated supervisor or approved provider of any changes that are relevant to their WWCC/VIT registration or their suitability to work with children, such as relevant new charges or convictions, prohibition notices, supervision notices or other enforceable undertakings (see WWCC Procedure)
- (58) Anyone whose WWCC is revoked, suspended, surrendered or expired must be removed immediately from our service. We may suspend staff immediately, with or without pay or notice
- (59) If the regulatory authority issues a suspension notice to a person who is the subject of an investigation or compliance action under the *National Law* (s 178A), the approved provider must ensure that the person does not enter our premises or provide education or care to any enrolled children
- (60) If a person at our service is issued with a supervision notice by the regulatory authority the approved provider must ensure the person is directly supervised by either a suitably

- qualified and experienced person – either a person in day-to-day charge, a nominated supervisor or a staff member - for the period stated in the notice (*National Law s 178C*),
- (61) If a person at our service is issued with a training notice by the regulatory authority), the person must complete the specified training in the period stated in the notice (*National Law s 178 E*)
  - (62) If a person has been issued with a prohibition notice from the regulatory authority, the approved provider must terminate their employment or engagement with the service immediately (*National Law 188*)
  - (63) The approved provider must notify the regulatory authority if there are changes to a staff member’s WWCC or teacher registration (e.g., if it is suspended or cancelled, relevant charges or convictions)
  - (64) The approved provider must notify the regulatory authority within the required time if a nominated supervisor’s WWCC or teacher registration is cancelled or suspended (*National Law s 173(2)(a)*)
  - (65) The approved provider must also notify the Australian Department of Education in the Child Care Subsidy System within 24 hours if the working with children check of any of the following persons is renewed, extended, suspended, revoked, lapsed or expired (Minister’s Rules s 55, Item 17):
    - a. Person with management or control
    - b. Persons responsible at the service – e.g., nominated supervisors, persons in day-to-day charge, directors, managers, coordinators

## PRINCIPLES

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- (66) We are committed to implementing the Child Safe Standards and the National Quality Framework across all levels of our service. The best interests, rights safety and wellbeing of children is our number one priority
- (67) We comply with all relevant legislation, regulations and standards at all times
- (68) We uphold our Statement of Commitment to Child Safety and Wellbeing
- (69) We only engage suitable people to work with children and do thorough screening of all staff (including volunteers and students)
- (70) Every reasonable precaution is taken to protect children from harm and hazards in our physical and online environments
- (71) Staff are given the training, resources and support to do their job to a high standard, and to act on child safety and wellbeing concerns
- (72) Our governance, operations policies, risk management plans, procedures, systems and practices are best-practice and kept up-to-date

## POLICY COMMUNICATION, TRAINING AND MONITORING

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- (1) This policy and related documents can be found in the front office and on our website
- (2) The approved provider and nominated supervisor provide information, training and other resources and support regarding the Recruitment, Induction and Training Policy and related documents
- (3) All staff (including volunteers and students) are formally inducted. They are given access to, review, understand and formally acknowledge this Recruitment, Induction and Training Policy and related documents
- (4) The nominated supervisor runs a professional development program for each staff member, which covers this policy
- (5) Roles and responsibilities are clearly defined in this policy and in individual position descriptions. They are communicated during staff inductions and in ongoing training
- (6) The approved provider and nominated supervisor monitor and audit staff practices and address non-compliance. Breaches to this policy are taken seriously and may result in disciplinary action against a staff member
- (7) At enrolment, families are told how they can access our Recruitment, Induction and Training Policy and related documents
- (8) Families are notified in line with our obligations under the *National Regulations* when changes are made to our policies and procedures

## LEGISLATION OVERVIEW

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### Education and Care Services National Law and Regulations

Law	Description
s 2A	Paramount consideration – safety, rights and best interests of children
s 162A	Child protection training
s 162B	Child safety training
s 167	Offence relating to protection of children from harm and hazards
s 170	Offence relating to unauthorised persons on premises
s 173	Offence to fail to notify certain circumstances to Regulatory Authority
s 178A-B	Direction to suspend education and care by staff member, volunteer, nominated supervisor
s 178C	Direction requiring supervision of a staff member or volunteer
s 178D-E	Direction requiring nominated supervisor, staff member, volunteer to complete training
s 269A- H	National Early Childhood Worker Register
Regulations	
reg 84	Awareness of child protection law
regs 145 – 152B	Staff and educator records – centre-based services
regs 154A-B	National Early Childhood Register
reg 174	Time to notify certain circumstances to Regulatory Authority
reg 168	Education and care services must have policies and procedures
reg 170	Policies and procedures to be followed
reg 171	Policies and procedures to be kept available
reg 172	Notification of change to policies or procedures
regs 181,183 - 184	Confidentiality and storage of records
reg 358	Working with Children Check to be read (VIC)

## Other applicable laws and regulations

Act/Regulation	Description
<i>Charter of Human Rights and Responsibilities Act 2006 (Vic.)</i> <i>Charter of Human Rights and Responsibilities (General) Regulations 2017</i> <i>Equal Opportunity Act 2010 (Vic.)</i> <i>Australian Human Rights Commission Act 1986 (Cth) (AHRC Act)</i>	Human rights laws
<i>Worker Screening Act 2020 (Vic.)</i> <i>Worker Screening Regulations 2021</i>	Working with children checks
<i>Children, Youth and Families Act 2005 (Vic.)</i> <i>Children, Youth and Families Regulations 2017</i>	Principal relevant Act to child protection
<i>Crimes Act 1958 (Vic.)</i>	Includes provisions for child-related criminal offences
<i>Sex Offenders Registration Act 2004 (Vic.)</i> <i>Sex Offenders Registration Regulations 2014</i>	Registration and reporting of child sexual abuse offenders
<i>Worker Screening Act 2020 (Vic.)</i> <i>Worker Screening Regulations 2021</i>	Working with children checks
<i>Child Wellbeing and Safety Act 2005 (Child Wellbeing and Safety Act)</i>	Child Safe Organisations
<i>Privacy Act 1988</i>	Principal act protecting the handling of personal information

## National Quality Standard

Standard	Concept	Description
2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazards
2.2.3	Child Protection	Management, educators and staff are aware of their roles and responsibilities in relation to child safety, including to identify and respond to every child at risk of abuse or neglect
4.1	Staffing arrangements	Staffing arrangements enhance children's learning and development
4.2	Professionalism	Management, educators and staff are collaborative, respectful and ethical
4.2.2	Professional standards	Professional standards guide practice, interactions and relationships
7.1	Governance	Governance supports the operation of a quality service that is child safe
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service that is child safe
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	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community
7.7.3	Development of professionals	Educators, co-ordinators and staff members' performance is regularly evaluated, and individual plans are in place to support learning and development

## My Place, Our Time (MTO) V.02

- Not applicable

## National Principles for Child Safe Organisations

### Most relevant principles

People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice

Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training

## RELATED DOCUMENTS

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Key Policies	Child Protection Policy   Child Safe Environment Policy   Complaint Handling Policy   Child Safe Risk Management Plan   ECEC Code of Ethics   Staffing Arrangements Policy   Governance and Management Policy   Privacy and Confidentiality Policy   Child Safe Code of Conduct   Staff Code of Conduct   Volunteer and Student Policy   Child Safe Procurement Policy
Procedures	Roles and Responsibilities – Recruitment, Induction and Training   Recruitment, Induction, Training and WWCC Procedures (attached)   Induction and Performance Appraisal Checklists [available to HR package customers or create your own]
Resources	Mandatory Training Requirements resource (attached)

## SOURCES

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Education and Care Services National Law and Regulations | National Quality Standard | Family Assistance Law | Worker Screening Act 2020 (Vic) – Working with Children Check requirements | Victorian Child Safe Standards – Child Wellbeing and Safety Act 2005 (Vic) | Commission for Children and Young People Victoria resources – including Child Safe Standards, Safer Recruitment, Involving Children and Young People in Recruitment, and Job Role Knowledge Requirements | Victorian Government training – Child Safe Standards eLearning and sector-specific training modules | National Principles for Child Safe Organisations | ACECQA’s Providing a Child Safe Environment Guidelines and Promoting a Child Safe Culture Guide | Early Childhood Australia Code of Ethics

## POLICY INFORMATION

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Approval	Dina Kahn
Review	Reviewed annually and when there are changes that may affect this policy, a related procedure or child safety, including after any responses to incidents, disclosures or suspicions of harm or risk of harm. The review will include checks to ensure the document reflects current legislation, continues to be effective, or whether any changes and additional training are required

**Last reviewed: 25<sup>th</sup> March 2026**      **Date for next review: 25<sup>th</sup> March 2027**

## ROLES AND RESPONSIBILITIES

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### Approved provider responsibilities (not limited to)

Ensure our service meets its obligations under the *Education and Care Services National Law and Regulations*

Ensure that our service's recruitment, induction and training systems, policies, practices and procedures are appropriate in practice, best practice, align with the Child Safe Standards and comply with all relevant legislation

Promote our service's *Statement of Commitment to Child Safety and Wellbeing* in all job descriptions and advertisements

Ensure this Child Safe Recruitment, Induction and Training Policy and related procedures are in place and available for inspection

Take reasonable steps to ensure this policy and procedures are followed (e.g. through clear and accessible communication, and systemised inductions, training and monitoring of all staff – including volunteers, students)

Successfully complete own training and professional development activities (e.g., child protection, first aid, cultural safety). Renew WWCC when required

Ensure our service is complying with WWCC legislation, including not employing anyone (inc. volunteers and students) who is not permitted to work with children, verifying WWCCs before employment and when they are renewed, recording and tracking WWCCs, reporting anything that could affect the status of someone's WWCC (such as charges, convictions, findings of guilt for offences set out in the legislation)

Check whether prospective and current staff are subject to any suspension notices, supervision notices, prohibition notices, training notices or any other enforceable actions. Comply with any notices or enforceable actions issued

Make necessary notifications within the required time about changes to WWCCs/teacher registrations to the regulatory authority and the Australian Department of Education

Ensure that all new staff are inducted properly, and understand and formally acknowledge our policies and procedures, including those that relate to child safety and wellbeing

Ensure all staff have completed the training and professional development they need to do their job and provide a child safe environment (e.g. child protection, child safety, first aid, cultural competency, safe food handling)

Keep evidence of mandatory training completed and evidence of current non-prohibited/valid WWCC on staff, volunteer and student records

Ensure that we record the required information in the National Early Childhood Worker Register, and keep the information updated with any changes within 14 days

Regularly review this Recruitment, Induction and Training Policy and Procedures in consultation with children, families, communities and staff.

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Notify families at least 14 days before changing this policy if the changes will: affect the fees the charged or the way they are collected; or significantly impact the service's education and care of children; or significantly impact the family's ability to utilise the service

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**Nominated supervisor / persons in day-to-day charge responsibilities (not limited to)**

Ensure our service meets its obligations under the Education and Care Services National Law and Regulations

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Support the approved provider to ensure that our service's recruitment, induction and training systems, policies, practices and procedures are appropriate in practice, best practice, align with the Child Safe Standards and comply with all relevant legislation

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Promote our service's Statement of Commitment to Child Safety and Wellbeing in all job descriptions and advertisements

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Implement our Recruitment, Induction and Training Policy and Procedures

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Take reasonable steps to ensure this policy and procedures are followed (e.g. through clear and accessible communication, and systemised inductions, training and monitoring of all staff – including volunteers, students)

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Successfully complete own training and professional development activities (e.g. mandatory child protection, first aid, cultural safety). Renew WWCC when required and notify the approved provider immediately if there are any changes to your WWCC/VIT registration

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Support the approved provider to comply with WWCC legislation and implement our WWCC Procedure. Do not allow anyone who is prohibited or suspended from working with children to be employed. Verify WWCC/VIT registrations at the before employment and when they are renewed, and record and track WWCCs, report anything that could affect the status of someone's WWCC/VIT registration (such as charges, convictions, findings of guilt for offences set out in the legislation)

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Support the approved provider to check whether prospective and current staff are subject to any suspension notices, supervision notices, prohibition notices, training notices or any other enforceable actions. Comply with any notices or enforceable actions issued

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Support the approved provider to ensure that all new staff are inducted properly, and understand and formally acknowledge our policies and procedures, including those that relate to child safety and wellbeing

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Support the approved provider to ensure all staff have completed the mandatory and desirable training and professional development they need to do their job and provide a child safe environment

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Keep evidence of mandatory training completed and evidence of current non-prohibited/valid WWCC/VIT registration on staff, volunteer and student records

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Support the approved provider to ensure that we record the required information about staff in the National Early Childhood Worker Register, and keep the information updated with any changes

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Contribute to policies and procedure reviews and risk assessments and plans in consultation with children, families, communities and staff. Support the approved provider to notify families of changes according to legislation and our policies and procedures

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**Educators / other staff responsibilities (not limited to)**

Follow the relevant areas in this Recruitment, Induction and Training Policy and Procedures

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Ensure you understand and can follow our policies and procedures. Identify any gaps in your skills and knowledge that your professional development program could address

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Undertake all necessary training and professional development activities, including those that enhance your knowledge and skills related to child safety and wellbeing

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Provide WWCC/VIT registration (if required by law) before commencing work at our service and renew when required. Follow your obligations as set out in the WWCC Procedure, including to report to the nominated supervisor and approved provider anything that could affect your suitability to work with children, including any prohibition or suspension notices, or changes to the status of your WWCC/VIT registration (such as a cancelled or expired WWCC, new charges, convictions, findings of guilt for offences set out in the legislation)

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Notify the approved provider/nominated supervisor as soon as practicable about any changes to your identity, contact details, relevant qualifications or training

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Contribute to policy and procedure reviews. Report any issues with our policies and procedures to the appropriate person (e.g. approved provider, nominated supervisor, lead educator)

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## PROCEDURE – Overview of Child Safe Recruitment, Induction, Training, and WWCC Procedures

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### Introduction

- These procedures apply to our Recruitment, Induction and Training Policy
- They cover how to recruit, induct and train staff to maintain a child safe environment
- They also cover how to check and monitor WWCCs, as required under the *Worker Screening Act 2020 (Vic.)* and *Worker Screening Regulations 2021*
- ‘Staff’ includes volunteers, students and third parties defined in the scope of the Recruitment, Induction and Training Policy, unless otherwise indicated
- The approved provider and nominated supervisor are responsible for implementing the procedures, but other staff must follow the steps that are applicable to them

### Procedures

- Recruitment Procedure
- Inducting staff Procedure
- Training Procedure
- WWCC Procedure

### Resources

- Mandatory training requirements resource
- Quick guide to Child Safe Recruitment, Induction and Training Policy

## PROCEDURE - Recruitment

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### When to use this procedure

- When a new position is being created
- When an existing position is being updated
- When recruiting for a new position or an existing vacant position

This procedure may be implemented by the approved provider or delegated to a suitable staff member (e.g., the nominated supervisor, HR officer)

### Preparing a job description

1. Prepare the job description, in consultation with other staff where appropriate
2. The job description must:
  - Summarise the job
  - State formalities (e.g., location; full-time, part-time, casual; hours per week, any requirements to work after hours or on weekends; salary and benefits; who position reports to/supervises)
  - Describe our organisation, culture and approach to keeping children safe
  - Describe the job's day to day duties and responsibilities, including to providing a child safe environment is a critical part of the role
  - Describe the skills, qualifications, values and experience required to perform the job and whether these are mandatory or desirable criteria (e.g., first aid, child protection training)
  - Identifies whether a WWCC is required (will almost always be required)
  - List at least 3 (no more than 10) objectives of the role (intended results or outcomes the staff member is expected to meet)

### Advertising a job

1. If advertising internally
  - May advertise jobs internally via email 'Expression of Interest' application process
  - This process gives current staff members the chance to be considered for the role
2. If advertising externally
  - May advertise jobs externally through, for example:
    - Professional networks
    - An employment agency
    - Social media (e.g., LinkedIn, Facebook)
    - Online job advertising services (e.g., Seek, Indeed)

- Education and care service job boards (e.g., The Sector)
3. Write the job advertisement in clear, concise and non-discriminatory language
  4. The job advertisement must contain:
    - The title of the position
    - A short description of our organisation, culture and approach to keeping children safe
    - A statement that we are an Equal Opportunity Employer
    - Our *Statement of Commitment to Child Safety and Wellbeing*
    - A summary of the role and conditions of employment
    - The essential and desirable criteria, including experience, qualifications and skills
    - Advice that the successful applicant will need to undergo a successful WWCC
    - Information about what information applicants should provide in their applications, including:
      - Cover letter
      - Suitability for the job
      - CV/resume
      - The names and contact details of **<at least 2>** referees (direct line managers strongly preferred)
    - Advice that candidates will be asked to disclose any information relevant to their eligibility to engage in activities involving children
    - The name, phone number and/or email address of the job's contact person
    - How to apply and the closing date

#### **Assessing candidates for a job**

1. **<Appoint members to the selection panel> <The approved provider/nominated supervisor assess candidates for the role> [choose whichever is applicable or edit/add details according your service's arrangements. It is best practice to have at least two people on the selection and interview panel]**
2. Review written applications
  - Check that the candidate has the essential criteria
  - Assess whether the candidate has demonstrated they are suitable for the job.  
Consider:
    - Work history and experience (volunteering, paid work or in personal/family life)
    - Qualifications and professional development completed

- Personal attributes
  - Values and attitudes to children, including to children's safety
3. Shortlist candidates
  4. Conduct interviews
    - Tell the candidates about the job and our service
    - Ask the candidate about:
      - What motivates them to work with children
      - Their work history
      - The skills and experience they will bring to the service
      - Their approach to educating and caring for children
      - How they manage difficult situations
      - How they respond to direction and supervision, including when related to child safety (the answer should be that child safety is the number one priority)
      - Their work style, personal values and beliefs, and how they function in a team
      - Their understanding of child safety and child protection, including mandatory reporting obligations
    - Do not ask any discriminatory or illegal questions that would require the candidate to reveal specific personal or health information (e.g., about gender, sexuality, marital status, age, pregnancy, family responsibilities)
    - Answer any questions from the candidate
    - Tell the applicant about the next steps in the selection process
    - Get permission to contact the candidate's referees
  5. Select most suitable candidate
    - Check their qualifications, work history and referees
    - It is preferable if the referees are people who have directly supervised the candidate in child-related work. However, if the candidate is new to childcare or has just left school, character references are acceptable (if not from family members)
    - Ask the referees:
      - How they know the candidate
      - Whether they have directly supervised the applicant and directly observed their work with children
      - Whether or not the candidate has been the subject of any reportable allegations, prior allegations, disciplinary action or engaged in any

concerning or unacceptable behaviour or inappropriate conduct in relation to a child

- The candidate's knowledge of the child safety standards and mandatory reporting obligations
  - What skills and characteristics the candidate can bring
  - About the candidate's strengths and weaknesses
  - The candidate's response to supervision and direction
  - Whether they would employ the candidate again
  - Whether they have any concerns about the candidate working with children
  - To give an example of a time when they observed the candidate managing a child with challenging behaviours
- Pay close attention to:
    - Employment history with multiple employers as this may indicate the person is not suitable to work with children. Consider additional referee checks before offering the job
    - Gaps in employment history as this may indicate a person has a negative work history that they are not disclosing (e.g., they were the subject of complaints or performance concerns). Probe gaps in employment history and consider additional referee checks
    - References from colleagues (not direct line managers), friends or family as this may indicate that the person would not be recommended by past supervisors

#### 6. Conduct screening checks before making any offers of employment

- Verify the WWCC/VIT registration in line with our [WWCC](#) procedure
- National Police Check (mandatory for persons with management or control and responsible persons)
- Check for any prohibition notices, suspension notices, supervision notices, supervision notices, training notices or enforceable undertakings
- Sight and verify qualifications and assess legitimacy by carefully reviewing certificates and transcripts. Check for spelling errors, inconsistencies, Registered Training Organisation (RTO) validation and ACECQA approval and not subject to any actions by the [Australian Skills Quality Authority](#)
- Check declarations e.g., prohibition notices / compliance history (if applicable)
- If applicable, check teacher registration
- Any other fitness and proprietary checks needed for specific roles (e.g., persons with management or control, responsible persons, nominated supervisors) under the

National Law and/or Under the Family Assistance Law – see [here](#) and [here](#) for more information.

### **Making an offer of employment**

1. Decisions about employment
  - <The selection panel/approved provider/nominated supervisor> make a recommendation to appoint their preferred candidate
  - <The approved provider/nominated supervisor/board/committee> make the final decision about the appointment, including the terms and conditions of the employment
  - Keep records for the reasons for the decision, including interview criteria, referee checks, screening checks and any other checks to assess the person’s suitability. Make written notes of verbal interviews, panel discussions and referee checks
2. If approved, the <approved provider/nominated supervisor> makes a written offer employment to the candidate
3. Give the candidate:
  - A contract of employment with the specific terms and conditions of their employment, including a set probationary period of <3 months> during which the new staff member may be dismissed or resign without repercussion
  - The job description
  - Payroll/HR forms
  - Any consent forms needed for specific roles (e.g., educational leader, nominated supervisor, responsible person)
4. The candidate must provide:
  - Proof of ID
  - A signed contract of employment
  - Completed payroll/HR forms
  - Written consent for specific roles (see above)
  - Their WWCC/VIT registration number or card
  - [Prohibition notice declaration for prospective staff members](#) [best practice]
  - [Compliance history statement for nominated supervisor and persons in day-to-day charge](#) [best practice]
  - [Declaration of fitness and propriety](#) (if applicable)
5. Confirm these documents are valid and check ID against the person’s WWCC/VIT registration details to make sure they match
6. Keep records on the staff member’s record

7. Once appointed, notify the regulatory authority / Australian Department of Education, where required (e.g., nominated supervisor, persons with management or control) – see Governance and Management Policy for a list of notifications
8. Record the new staff member's details on the National Early Childhood Worker Register within 14 days of employing, engaging or appointing them

## PROCEDURE - Inducting new staff

### When to use this procedure

- When recruiting for a new position or an existing vacant position
- After a person has accepted a position
- When a new staff member starts or if a current staff member returns to our service after an extended period of absence

<Note: this procedure can be done by approved provider, nominated supervisor, or the new staff member's supervisor (if they are experienced in conducting inductions at our service)> [Edit according to your service's arrangements]

1. Follow our Induction Checklist [available to Centre Support HR package customers or services should create their own]
2. Do a tour of the service with the new staff member (including volunteers, students and third-party contractors) and introduce them to other staff members, children and families
3. Give educators specific information about the room/age group they will be caring for, children's individual needs (e.g. medical, behavioural) and our supervision practices
4. Give information about emergencies, evacuations and first aid:
  - Where we keep the first aid kits, emergency asthma kits, Epi-pens and children's medication
  - Which educators hold first aid qualifications and who has undertaken asthma and anaphylaxis training
  - Emergency and evacuation procedures, including the location of emergency equipment, emergency plans and diagrams, exits and assembly points
5. Tell the new staff member how to access our policy and procedure manual, and give them the staff handbook, which includes:
  - Organisational chart
  - Child Safe Code of Conduct <2 copies. 1 copy must be signed by the new staff member and given to the nominated supervisor> [if handbook is printed on paper]
  - Child Safe Environment Policy
  - Staff Code of Conduct
  - Child Protection Policy and Procedures
  - Child Safe Risk Management Plan
  - Complaint Handling Policy and Procedure
  - Tobacco, Vape, Drug and Alcohol Policy
  - Work Health and Safety Policy
  - ECEC Code of Conduct

- All other policies and procedures that are relevant to the new staff member's role
6. Get written acknowledgement that the staff member has reviewed and understands our child safe policies and procedures, including their obligations under child protection laws (e.g., mandatory reporting, record keeping, information sharing)
  7. Discuss the new staff member's role:
    - Give all necessary logins
    - Industrial award/agreement, hours, overtime, leave and payroll processes (taxation, superannuation and salary). Check all paperwork is completed
    - Job description in details – e.g., specific tasks and responsibilities, performance expectations, acceptable and not acceptable behaviour, child safety/protection requirements, identifying signs of harm or risk of harm in a child
    - Organise training on the policies and procedures the new staff member needs to know (including all the child safe environment policies and procedures)
    - If necessary, organise work shadowing (have the new staff member watch an experienced staff member do the job while they are learning)
  8. Organise support for the new staff member:
    - Tell the new staff member who they can ask for help
    - Organise weekly meetings with their manager/supervisor in the short-term
    - Book two probationary reviews at <6 weeks and 3 months> to discuss the new staff member's performance and give feedback

## PROCEDURE - Training

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### When to use this procedure

- When a new staff member starts or if a current staff member returns to our service after an extended period of absence
- To manage the training and professional development activities of existing staff

<Note: this procedure can be done by approved provider, nominated supervisor, or the new staff member's supervisor (if they are experienced in conducting inductions at our service)> [Edit according to your service's arrangements]

1. Establish a professional development program that:
  - Is tailored to the staff member's individual needs and aspirations
  - Is developed collaboratively with the new staff member and their supervisor
  - Covers any mandatory and desirable training (e.g. child safety, child protection, first aid, cultural safety/competence, food safety)
  - Covers training on risk management, our policies and procedures (including child safety/protection)
  - Covers pedagogy, the approved learning framework, the NQS, National Law and Regulations
  - <Requires staff to review one or two of our policies and procedures every week>
2. Select the most appropriate form of training, for example:
  - Mentoring by other more experienced staff
  - Job shadowing
  - In-house workshops run by an external trainer
  - External workshops, seminars, conferences etc
  - Online courses
  - Accredited training, college, or university courses (online and in person)
  - On-the-job training (e.g., through changes in role or through exchange of information between staff)
  - Exchanges between services (e.g. secondments)
  - Resources (guides, websites, books, movies, documentaries etc)
  - Team meetings and discussions (note: child safety is a standing agenda item for team meetings)

3. Book in <six monthly/yearly> performance appraisals with staff members and their supervisor
  - Give staff at least 2 weeks' notice
  - Use the appraisal process to:
    - Check staff are aware of their duties and responsibilities
    - Discuss the expected level of performance in the role and, if necessary, clarify the job's role and responsibilities
    - If poor performance is an issue, show evidence and set out a plan to improve future performance and/or give formal warnings
    - Review progress on their professional development program, add new goals or new training/development needs
  - Link the appraisal with the job description, i.e, assess the performance against the job description
  - Allow for the staff member to assess their own performance
  - Allow for the staff member to provide feedback (e.g. on their role and responsibilities, supervision and staffing arrangements, risk management, systems, policies and procedures, culture at the organisation, professional development opportunities, organisational management and governance, the performance appraisal process)
  - Document the meeting and any actions arising
  - Keep records relating to appraisals confidential and stored according to our record keeping policies
4. Organise ongoing mentoring, support and advice:
  - Make child safety a standing agenda item for team meetings < and in staff newsletters/emails> [Add if this applies to your service]
  - Select a different policy/procedure to discuss in detail at each team meeting
  - Encourage the new staff member to speak up if they see something that concerns them or thinks things could be done differently
  - Book in <six monthly> performance appraisals with the new staff member and their supervisor
  - Diarise future training dates
  - Assign a mentor to less experienced staff members
5. Ensure staff have completed all mandatory training [set out in [Mandatory Training Requirements](#) resource attached]

## PROCEDURE – Working With Children Checks (WWCC)

### When to use this procedure

- Before a new staff member (incl. contractors, volunteers and students) starts
- When existing staff members renew their WWCC/VIT registration
- When you become aware of something that may affect a person's WWCC/VIT registration
- For the monitoring and administration of WWCC/VIT registrations

Note: The approved provider, nominated supervisor, or person in day-to-day charge are responsible for checking WWCCs before the person is engaged or employed (*National Regulations reg 358 Victoria*)

### 1. Verify WWCCs

- All staff, volunteers and students must have a valid WWCC before we engage or employ them unless they are exempt - e.g:
  - Are under 18 years old (note, anyone under 18 years must be supervised at all times)
  - Are parents volunteering in the same activity as their child is participating, or normally participates in
  - Are a teacher with the Victorian Institute of Teaching (VIT) with a current, not suspended or cancelled, VIT registration (note: registered teachers need to complete the Teacher notification form at Service Victoria)
  - Are Victoria Police and Australian Federal Police officers (who are not suspended or dismissed)
  - Their contact with children is incidental and not part of their duties (e.g., a tradesperson who is supervised by a staff member)
- Check [here](#) for a full list of exemptions
- Verify WWCCs through the [Working with Children Check Status checker](#). For VIT registration checks, see <https://www.vit.vic.edu.au/search-the-register>
- Check that the staff member, volunteer or student's WWCC has the correct class of clearance for their role (Employee or Volunteer)
- Check the person's WWCC/VIT registration against their driver licence (or other form of photo ID)
- Check the person has updated their details to include our service's name and check this against the letter of confirmation we receive from Service Victoria
- Do not allow a person to work or volunteer at our service if their WWCC/VIT registration status is pending, not verified and valid, or:
  - If they would otherwise be exempt from holding a valid Check, if they have received a WWC Exclusion and not subsequently received a Check
  - They are subject to obligations or orders specified in clause 1 of Schedule 5 of the *Worker Screening Act 2020*
  - They are charged with, convicted or found guilty of sexual, violent or drug offences (specified in clause 2 of Schedule 5 of the *Act*) to work

with or care for children while their application is processed or their Check reassessed

2. Record and monitor WWCCs
  - Keep a record of the WWCC/VIT registration in each staff member, volunteer and student's record including: the identifying number of their current WWCC/VIT registration, the expiry date of WWCC/VIT registration, the dates that the registrations were verified; the class of all WWCC clearances (employee or volunteer)
  - Record WWCC/VIT registration information on the National Early Childhood Worker Register within 14 days of employment or engagement
  - Set reminders to make sure that staff, volunteers and students are not working beyond registration expiry dates
  - Track registrations using our [WWCC Register](#)
  - Verify WWCC number every time they are renewed
  - Anyone whose WWCC is revoked, suspended, surrendered or expired must be removed immediately from our service. We may suspend staff immediately, with or without pay or notice
  - Keep a record of all correspondence we receive from Service Victoria about a person's WWCC
  - Keep information about a person's WWCC confidential
3. Continue to regularly check for any suspension notices, supervision notices prohibition notices, training notices or enforceable undertakings against the person throughout their employment or engagement with our services
4. All staff (including contractors, volunteers and students) must:
  - Provide their WWCC/VIT registration with our service and our current address included on their check
  - Renew their WWCC/VIT registration when they get their reminder before it expires
  - Immediately inform the nominated supervisor and approved provider in writing and do not continue to work with children if they have been given a WWCC Exclusion and do not have a current WWCC Clearance, their WWCC/VIT registration is suspended, cancelled or expires
  - Notify the nominated supervisor and approved provider immediately AND Service Victoria within 7 days of a relevant change in circumstances:
    - The person is charged, convicted or found guilty of category A or category B offences (defined in Schedule 2 and 4, respectively, in the Act)
    - The person becoming subject to reporting obligations under the Sex Offenders Registration Act 2004
    - The person becoming subject to a supervision order, a detention order or an emergency detention order
    - A relevant disciplinary or regulatory finding being made in relation to the person

- The person being given a NDIS exclusion
  - The person being excluded from child-related work under a corresponding working with children law
  - Notify Service Victoria within 21 days if they change employer, full name (and any other names you are currently or have been known by), date of birth, residential address, email, phone numbers
5. Update the National Early Childhood Worker Register as soon as practicable (and within 14 days) if there are any changes to the person's WWCC/VIT registration
  6. The approved provider must notify the regulatory authority in writing via the NQS ITS as soon as practicable and within the prescribed period after becoming aware of changes to a staff member's WWCC or teacher registration (e.g., if it is suspended or cancelled)
  7. Notify the Australian Department of Education through the Child Care Subsidy system if the working with children check of any of the following persons is renewed, extended, suspended, revoked, lapsed or expired (Minister's Rules s 55, Item 17):
    - a. Person with management or control
    - b. Persons responsible at the service – e.g., nominated supervisors, persons in day-to-day charge, directors, managers, coordinators
  8. Do not engage or continue to engage anyone who:
    - Does not have a valid WWCC/VIT registration
    - Has received a WWC Exclusion and not subsequently received a WWCC
    - Is subject to obligations or orders specified in clause 1 of Schedule 5 of the Act
    - Has been charged with, convicted or found guilty of sexual, violent or drug offences specified in clause 2 of Schedule 5 of the Act
  9. Do not offer the services of anyone who does not have a WWCC/VIT registration to work in child-related work with another organisation
  10. Contact Service Victoria if there are concerns about our service or an individual's compliance

## RESOURCE – Mandatory training requirements

Qualifications for educators	There are no national qualification requirements for educators educating and caring for school age children in OSHC services. State and territory specific qualification requirements apply in Australian Capital Territory, Queensland, South Australia, Victoria, Western Australia and Northern Territory. Check <a href="#">here</a> for a list and contact your regulatory authority for more information
First aid	<p><b>Legislation</b> reg 136 (and Chapter 7 for jurisdiction specific provisions) Education and Care Services National Regulations</p> <p><b>Training/qualification</b> The following qualifications are taken to be current if the qualification was attained or the training was undertaken within the previous three years:</p> <ul style="list-style-type: none"> <li>• Approved first aid qualifications (except in the case of emergency life support training and cardio-pulmonary resuscitation training, which must be completed within the previous year to be taken as current)</li> <li>• Approved anaphylaxis management training</li> <li>• Approved emergency asthma management training</li> </ul> <p><b>Who needs it</b></p> <ul style="list-style-type: none"> <li>• At least one staff member or one nominated supervisor of the service who holds a current approved first aid qualification</li> <li>• At least one staff member or one nominated supervisor of the service who has undertaken current approved anaphylaxis management training</li> <li>• At least one staff member or one nominated supervisor of the service who has undertaken current approved emergency asthma management training.</li> <li>• Services must have staff with current approved qualifications on duty at all times and immediately available in an emergency. One staff member may hold one or more of the qualifications.</li> </ul> <p><b>Additional information</b> The certificate should state the date when the person completed the course and may also include information on recommendations for refresher training. The certificate may include multiple units of competency; however, currency periods apply to each individual unit of competency. Contact regulatory authority to check which training is approved.</p>
Child safety training	<p><b>Legislation</b> s 162B Education and Care Services National Law</p> <p><b>Training/qualification</b> Prescribed child safety training</p> <p><b>Who needs it</b> All staff, including a person with management or control, nominated supervisor, persons in day-to-day charge, educators, all other staff, volunteers and students</p> <p><b>Additional information</b> Must be completed within the prescribed period. Training provided through Gecco – Australian Department of Education</p>
Child protection training	<p><b>Legislation</b> s 162A Education and Care Services National Law</p> <p><b>Training/qualification</b> Prescribed child protection training</p> <p><b>Who needs it</b> All staff, including the nominated supervisor, persons in day-to-day charge, educators, all other staff, volunteers and students</p> <p><b>Additional information</b></p>

	<p>Must be completed within the prescribed period. Contact regulatory authority to check which training is approved. Specific courses offered by jurisdictions</p>
<p>Awareness of child protection law</p>	<p><b>Legislation</b> reg 84 Education and Care Services National Regulations</p> <p><b>Training/qualification</b> (a) the existence and application of the current child protection law; and (b) any obligations that the person may have under that law.</p> <p><b>Who needs it</b> The nominated supervisor and other staff members, including volunteers and students</p> <p><b>Additional information</b> Contact regulatory authority to check which training is currently approved. Specific courses offered by jurisdictions</p>
<p>&lt;Food handling training&gt; [delete this section if this does not apply to your service]</p>	<p><b>Legislation</b> Standard 3.2.2A <a href="#">Australia New Zealand Food Standards Code</a></p> <p><b>Training/qualification</b> Food safety training course or must have adequate skills and knowledge in food safety and hygiene to do that activity correctly and keep food safe (e.g. they have extensive relevant experience in the food industry, have completed in-house education or a food safety induction course with another employer etc).</p> <p>Food safety training courses must cover, at a minimum, each of the following topics: a) safe handling of food; and b) food contamination; and c) cleaning and sanitising of food premises and equipment; and d) personal hygiene</p> <p><b>Who needs it</b> Anyone who handles unpackaged potentially hazardous food that is used in the preparation of ready-to-eat food to be served to children or adults at our service</p> <p><b>Additional information</b> Contact food regulatory authority to check which training is currently approved</p>
<p>&lt;Food safety supervisor certificate&gt; [delete this section if this does not apply to your service]</p>	<p><b>Legislation</b> Standard 3.2.2A <a href="#">Australia New Zealand Food Standards Code</a></p> <p><b>Training/qualification</b> An approved food safety supervisor certificate from a registered training organisation that is recognised by food regulatory authority.</p> <p><b>Who needs it</b> The service's appointed food safety supervisor/s who oversees the food handling and manages the day-to-day food handling operations</p> <p><b>Additional information</b> The certificate must show that the food safety supervisor has completed the required competency units for the course, and it must have been obtained within the past five years. The certificate is to be kept on the food safety supervisor's record - along with their written acceptance of their appointment to the role - and provided to authorised officers, if requested. Contact food regulatory authority to check which training is currently approved</p>

## **RESOURCE – Quick Guide to Recruitment, Induction and Training Policy**

**[This an optional summary of our Recruitment, Induction and Training Policy. You can use it as a handout or to display]**

We are committed to children’s safety, wellbeing, rights and best interests. We take a structured, child-safe approach to recruiting, inducting, training and supporting staff, students and volunteers.

### **Child-safe recruitment**

We only engage people we assess as safe and suitable to work with children. Recruitment processes emphasise child safety and include:

- Clear job descriptions and advertising that reflect our child-safe commitment
- Structured interviews and referee checks with a focus on child safety knowledge and attitude
- Working with Children Checks (WWCC), prohibition and suspension checks and other pre-employment screening
- Verification of qualifications, training and eligibility to work

### **Working with children checks**

With few exceptions, everyone at our service must hold a valid Working with Children Check (WWCC) or current teacher registration. We:

- Verify WWCCs before a person starts and when they are renewed
- Keep records and monitor expiry dates
- Take immediate action if a clearance is suspended, cancelled, revoked or expires

We do not engage or continue to engage anyone who is prohibited, suspended or otherwise restricted from working with children.

### **Regulatory notices and enforcement actions**

We check for, record and comply with any relevant regulatory actions, including:

- Prohibition notices
- Suspension notices
- Supervision notices
- Training notices or other enforceable directions

Where required, affected individuals are removed from duties involving children or from the service entirely, in line with legal requirements.

### **National Early Childhood Worker Register**

We maintain required staff information on the National Early Childhood Worker Register and update it within legislated timeframes when changes occur.

### **Induction and training**

All new staff, volunteers and students are inducted and provided with access to our policies and procedures. Ongoing training ensures everyone understands:

- How to do their job at the expected standard
- Their role in providing a child safe environment

**Ongoing monitoring**

Staff are monitored through supervision, performance reviews, training oversight, and ongoing checks of suitability and clearances to work with children. They must notify us immediately if there are any changes to their WWCC or suitability to work with children.

**More information**

Our full [Recruitment, Induction and Training Policy](#) is available <insert location>