LOWER PLENTY PRIMARY SCHOOL OSH 

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# EMPLOYMENT OF STAFF POLICY

## PURPOSE

Lower Plenty Primary School OSHC strives to follow its transparent processes to employ staff who are qualified and appropriate for the job. Lower Plenty Primary School OSHC also strives to be an equal opportunity employer.

## SCOPE

This policy applies to children, families, staff, management and visitors of the OSHC Service.

## IMPLEMENTATION

* Staff will only be employed (including as volunteers) if, after reasonable enquiries, they are appropriate for the job, as contemplated by the Role and Expectations of Staff Policy.
* Certified copies of staff qualifications, suitability notices, first aid qualifications will be kept by Lower Plenty Primary School OSHC in individual staff files
* The ‘reasonable enquiries’ required for employing staff include:
  + requesting an appropriate resume from the candidate
  + conducting an interview of the candidate
  + contacting at least two referees to check the person’s character
  + determining, and obtaining a copy of, the appropriate qualifications of the person for the relevant job
  + determining and obtaining copy of current employer Working with Children Check (WWCC)
* Prior to being selected for a job, whether as a paid employee or a volunteer, the person will be provided with:
  + their terms of employment or engagement (including role and expectations of staff)
  + information about the philosophy and goals of Lower Plenty Primary School OSHC
  + information about the National Quality Framework
  + information about ‘My Time, Our Place’ Framework for School Age Care
  + access to all Policies and Procedures − a tour of the physical facilities of Lower Plenty Primary OSHC
  + any other matters which are necessary to enable the staff member to property do their job with Lower Plenty Primary OSHC, or which the new staff member reasonably wishes to know

## FURTHER INFORMATION AND RESOURCES

* National Regulations 137-152, 168
* Quality Area 4, Element 4.1

## REVIEW CYCLE AND EVALUATION

This policy was last updated on 20th January, 2022 and is scheduled for review in January 2025.