**Recruitment Policy**

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| **Document Number** | ACC02 |
| **Version** | V0.2 Draft |
| **Scope/applies to:** | Staff and Committee |
| **Date Approved** |  |
| **Approved by** |  |

**Purpose**

The success of Alphington Community Centre relies on its ability to attract the best staff available. Recruitment methods must be fair, efficient, and effective.

The purpose of this policy is to guide the recruitment of paid staff, and to ensure that people working with children, young people and vulnerable people are suitable and supported to reflect our values.

**Policy**

We aim to attract the best available staff by broadly advertising all permanent remunerated positions.

All recruitment and selection procedures and decisions reflect our commitment to providing equal opportunity. We assess all potential candidates according to their skills, knowledge, qualifications and capabilities.

We are committed to safeguarding children and vulnerable adults, and ensure all necessary screening processes are undertaken to meet this commitment.

* All employment advertising includes our commitment to child safety and wellbeing.
* Position descriptions set clear expectations about the role’s requirements, duties and responsibilities regarding child safety and wellbeing.
* Relevant staff must hold a current Working With Children Check, and they must link it to our organisation.

We take all reasonable steps to ensure that applicants may be safely entrusted with the duties of their position through a comprehensive induction process.

Staff induction must include information about their responsibilities to children and young people; including record keeping, information sharing and reporting obligations.

Staff induction and regular training must comply with the Child Safe Standards. Refer to **Learning and Development Policy** for details.