



Staff Selection Policy

POLICY STATEMENT

At Coowarra OOSH, we believe that educators are the most valuable asset to the quality of the centre and that high quality staff are imperative to the smooth running of the centre. We aim to employ the best possible staff for the position through fair advertising and selection process. We aim to ensure the most suitability qualified, experienced, and reliable staff are employed at our Service. We are committed to ensuring we meet all legislative and regulatory requirements including the Education and Care Services National Law, Children and Young Persons Act, Fair Work Act and Anti-Discrimination Act.

Our Service is committed to be a child safe Education and Care Service and embed the National Child Safe Principles and our recruitment and screening processes play a vital role in protecting children from harm. The 10 child Safe standards are followed and promoted in our service.

Our OSHC Service values workplace diversity and inclusion and we strongly encourage applicants from Aboriginal and Torres Strait Islanders, women, and individuals with disability. Recruitment and selection of staff will be guided by the requirements of relevant legislation, issues of equity and diversity, qualification, knowledge and skills, workforce participation and experience

PROCEDURE

The Director/Co-ordinator must have:

- Diploma in OOSH or equivalent
- Minimum 2 years experience in OOSH and demonstrated ability to work with children and staff.
- Hold a current First aid certificate including asthma and anaphylaxis training or willing to undergo training to obtain this.
- A person of good character, who can be entrusted with providing adequate care for the welfare of the children.
- Has excellent written and oral communication skills
- An ability to supervise and support staff.
- The ability to work within organisational policy and procedures and the ability to review and develop policies and procedures as required.
- The ability to work with the Management committee.
- An interest in professional development and willingness to attend training and conferences.



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- Knowledge of the Education and Care services National Law and Regulations.
- Knowledge of the MTOP Framework

The Assistant Co-ordinator must have:

- A minimum of 2 years experience in out of school hours care.
- Hold a Diploma in OOSH or equivalent.
- Hold a current first aid, asthma and anaphylaxis certificate.
- A current working with children check, and comply with current legislation.
- The ability to work within the guidelines of our organisations policies & procedures.
- An interest in professional development, attending relevant training to support your role.
- A good character, and be a person who can be trusted with providing adequate care for the welfare of the children.
- An interest and desire to work with children, whilst being a fit and proper person with the ability to move with the children.
- The ability to communicate effectively with adults, children and management.
- The ability to supervise, mentor and support staff.
- The ability to work autonomously or as part of a team.
- The ability to maintain the confidentiality of the service, staff, children and their families at all times.
- Knowledge of the Education and Care Service National Law and Regulations
- Knowledge of the My Time Our Place framework and the ability to provide a program that meets this framework.
- The ability to evaluate and reflect on current practises, ensuring experiences are provided to support each child's development
- The ability to work with any relevant Government Departments and/or any other agencies that would support the organisation, staff, children and families.

Permanent Child Care Assistants

- Must have qualifications of Diploma in OOSH or equivalent. Applicants who are willing to undertake training for qualification or who are already working towards it will be considered for the position.
- Holds a current first aid certificate including asthma and anaphylaxis or is willing to undergo training to obtain this.
- A person of good character, who can be entrusted with providing adequate care for the welfare of the children.
- Has an interest and desire to work with children.
- Has an ability to communicate effectively with adults and children.
- The assistant shall be a minimum of 19 years.
- Hold a valid Working With Children Check



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Casual Child Care Assistants (educator)

There will be a list of casual staff to ensure the centre is staffed in accordance with service policies.

RECRUITMENT

Selection panel

When a position becomes available the Management will appoint a selection panel to conduct the selection process for assistants. A convenor of the panel will be nominated.

The Committee will:

- Approve the job description and select criteria for the position.
- Determine the method and placement of advertising and place the advertisement including notification of the Working With Children Check.

The interview panel will:

- Ask applicants to consent to screening.
- Short list the applicants.
- Arrange interview questions, date and time.
- Contact the applicants for interview.
- Conduct the interviews.
- Arrange for the Working With Children Check on the preferred applicant.
- Ensure that approval for selected staff person has been approved under WWCC.
- Make a decision on a suitable applicant, which is put before the Management for final approval
- Offer the position to the successful applicant and contact the unsuccessful applicants after the position has been accepted.
- Set date for the commencement of employment and orientation of the new person.
- Prepare letter of employment and contract.

Advertisements

Information about the position and the OSHC Service will be provided to potential applicants which includes:

- job title
- job description
- location



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- hours of work
- salary (award/ above award)
- selection criteria relating to the position available
- how to apply for the role
- a commitment to providing a safe environment for children
- closing date for applications
- contact information for further information
- WWCC requirements [check state/territory requirements]

INTERVIEWS

- The selection panel will draw up suitable interview questions, which relate to all aspects of the position and ensure equal opportunity guidelines are followed. The panel will decide who will ask each question.
- The panel shall draw up a list of essential requirements for each answer.
- An appropriate time frame (Approximately 30 minutes) will be allocated to each interview, with a short break between, for discussion
- A nominated person on the selection panel will contact the applicants to determine the time and date of interview.
- Each applicant will be given a copy of the job description and relevant child protection forms before the interview.
- Each applicant will be asked the same questions with their answers recorded.
- The panel can use a rating scale to evaluate each applicant's answers.
- The committee are to discuss each applicant and their suitability for the position based on their answers, qualifications and experience, comments from referees, and the selection criteria drawn up by the panel.
- Should the committee have difficulty in deciding between two applicants, a second interview for these applicants will be conducted, with new questions.
- The committee will then make a decision on the applicant for the job according to the selection criteria. The preferred applicant's referees will be contacted to confirm applicant's suitability.
- Should the applicant decline the position the committee will either make a second choice from the other applicants or if none are seen as suitable re-advertise the position.



PRE-EMPLOYMENT SCREENING CHECKS

Effective pre-employment screening ensures our Service is compliant to legislative and regulatory requirements and aims to ensure we engage staff who have the skills, experience, qualifications and general 'fit'.

Recruitment checks

Verbal reference checks will be conducted over the phone for preferred applicants. Reference check questions will be determined prior to the check conducted and will establish the relationship the referee has with the applicant.

At least 2 (two) references are to be provided for a reference check. Where possible references should be from the immediate previous employer. The reference checks will ascertain, where possible, the applicant's attitudes and behaviours in previous child-related roles and ascertain whether the applicant has ever been the subject of complaints.

WWCC/Police checks

Working with Children Check legislation aims to prevent people who pose a risk from working with children as paid employees or volunteers. All employees, volunteers and students must undergo a Working with Children Check prior to working at the service. Employees, volunteers or students that are unable to provide a copy of a validated WWCC Check prior to the start of engagement or employment will not be able to undertake any work-related activity within the Service.

A Working with Children Check (WWCC) clearance is required for all employees, volunteers and students over the age of 18. The Service will verify the WWCC and ensure the employee, student or volunteer is cleared to work with children online at the Office of the Children's Guardian website in NSW prior to ALL students, volunteers and employees undertaking work at the service.

PRODA Background checks

Employees involved in the administration of Child Care Subsidy are required to undertake additional background checks. (See *CCS Personnel Policy*).

OFFER OF EMPLOYMENT

An offer of employment will be made to the successful applicant following careful consideration by the selection panel. Successful applicants are required to provide documentation regarding qualifications.



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A written employment contract will be provided to the successful applicants detailing the position, hours of shift, award information, wages and salary, date and time of commencement, contact person, probationary period.

Applicants who are unsuccessful will be notified within an appropriate time frame and offered feedback regarding their application.

Equal Employment Opportunities

- All staff positions will be advertised according to Equal Opportunity Legislation.
- No one will be discriminated against on the basis of their cultural background, religion, gender, disability, marital status or income.
- All applicants and referees will be asked the same questions.
- All applicants will be selected according to equal opportunity guidelines.
- Selection will be based only on suitability for the position based on the selection criteria, which have been drawn up by the panel. The criteria will cover issues such as qualifications and experience, appropriate knowledge to meet the children's needs, good communication skills, demonstration in being a fit and proper person for the job, including Working with Children Check and appropriate answers to the interview questions.

PROBATIONARY PERIOD AND INDUCTION

Each new employee is subject to a Probationary Period of six (6) months. This ensures assessment for both the employee and service to ensure suitability of the role for the employee. During this time employees will receive advice, training and guidance to help them become familiar with and competent in, performing the work they have been appointed to do. The appointment is subject to the satisfactory completion of the Probationary period which itself is subject to termination during any stage, by either party, upon notice in writing, or by payment in lieu of notice.

Our Service is committed to providing a comprehensive induction program to ensure the smooth integration of new employees. The approved provider or assigned nominee will support the new employee and help them to understand the organisational structure, how decisions are made and communicated and what role they will have in the decision-making process. An induction checklist will be used to support this process, which explains an employee's responsibility to know the policies, procedures and practices within our Service and their duty of care obligations to ensure the safety and wellbeing of all children. Induction will include relevant information on child safe practices including adhering to the Child Safe Standards, Code of Conduct and strategies that identify, assess and minimise risks to children and mandatory reporting procedures.



CONSIDERATIONS

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 4: STAFFING ARRANGEMENTS		
4.1	Staffing arrangements	Staffing arrangements enhance children's learning and development.
4.1.1	Organisation of Educators	The organisation of Educators across the Service supports children's learning and development.
4.1.2	Continuity of staff	Every effort is made for children to experience continuity of Educators at the Service.
4.2	Professionalism	Management, educators and staff are collaborative, respectful and ethical.
4.2.1	Professional collaboration	Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills.
4.2.2	Professional Standards	Professional standards guide practice, interactions and relationships.
QUALITY AREA 5: RELATIONSHIPS WITH CHILDREN		
5.1.1	Positive educator to child interactions	Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.
QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defined and understood and support effective decision making and operation of the service.
7.2.3	Development of professionals	Educators, co-ordinations and staff members' performance is regularly evaluated, and individual plans are in place to support learning and development.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
4	Definitions
84	Awareness of child protection law
188	Compliance directions
Part 4.4	Staffing Arrangements
Division 7	Approval and determination of qualifications



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Division 9	Staff and educator records—centre-based services
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RELATED LEGISLATION

NSW Anti-Discrimination Act 1977	Fair Work Act 2009
Federal and State Occupational Safety and Health Legislation	Federal and State Equal Opportunity Legislation and any other relevant industrial awards
Education and Care Services National Law Act 2010	Children and Young Persons Act 1998
Sex Discrimination Act 1984	Child Care Subsidy Secretary's Rules 2017
Age Discrimination Act 2004	Disability Discrimination Act 1992
Racial Discrimination Act 1975	A New Tax System (Family Assistance) Act 1999
Family Law Act 1975	
Family Assistance Law – Incorporating all related legislation as identified within the Child Care Provider Handbook in https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook	

RELATED POLICIES

Child Safe Environment Policy Child Protection Policy Code of Conduct Policy Dealing With Complaints Policy	Governance Policy Privacy and Confidentiality Policy Induction and Orientation Policy
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UPDATED AND ENDORSED: August 2025

DATE FOR REVIEW AND EVALUATION: June 2028