

## Recruitment essentials 1

### Before you start

School governing councils on Department for Education and Child Development (DECD) sites have the same employment obligations as any other employer in relation to OSHC staff. The council must have processes for recruiting, managing and supporting staff and for ensuring regular payments to staff, including during school holiday periods.

#### Identify who needs to be involved in decision making

It is essential to have a clear understanding of the delegation of duties regarding staff employment and recruitment practices. Confirm who is authorised to make decisions.

A template for the school governing council instrument of authorisation to the principal is available at: [www.decd.sa.gov.au/docs/documents/1/InstrumentofAuthorisation.pdf](http://www.decd.sa.gov.au/docs/documents/1/InstrumentofAuthorisation.pdf)

#### Review the staffing needs of the service

A changeover in staffing is an opportunity to review staffing arrangements. Do you need to continue with current staffing arrangements in the same way or should you consider alternative options? Some questions to consider:

- Is it necessary to replace a resigning employee or an employee on leave? Are there existing staff who may like the opportunity of additional hours? Does current utilisation require you to employ the same number of staff or staff with the same qualifications? Confirm numbers of staff required by looking at current utilisation and required educator : child ratios.
- What are the parameters of the position? Is this a short or long-term position? Is it a fixed-term, ongoing, casual, part-time or full-time contract?
- Are there any special skills, knowledge or experience needed at your service?
- What was learnt from the exit interview conducted with the person who left?
- If your service has lost a key staff member or several staff in a short period of time, review the processes for recruiting and inducting those staff along with the records of their exit interviews. These will help you to identify if there are underlying reasons for staff leaving the service and what you may need to do differently.
- Have you asked for feedback from other staff about roles and expectations in your service? The team working with new employees may have valuable information for you about the job and working arrangements, and the usefulness or otherwise of your current staff induction process.

**Adhere to relevant legislation**

The *Children's Services Award 2010* can be downloaded from:

[www.fwc.gov.au/documents/documents/modern\\_awards/award/MA000120/default.htm](http://www.fwc.gov.au/documents/documents/modern_awards/award/MA000120/default.htm)

The National Employment Standards (NES) can be downloaded from:

[www.fairwork.gov.au/Employee-entitlements/national-employment-standards](http://www.fairwork.gov.au/Employee-entitlements/national-employment-standards)

**Adhere to organisational policies**

Where the OSHC service is operated by a DECD school governing council, the service must comply with the A-Z of Policies, procedures and guidelines available from:

[www.decd.sa.gov.au/policy/pages/OSPP/47427/](http://www.decd.sa.gov.au/policy/pages/OSPP/47427/)

Each service will have specific policies, procedures and guidelines that apply to their service or site. Policy guidelines provide guidance and assistance to line managers and directors involved in recruitment, selection and promotion of employees.

**Be familiar with good practice principals**

Good practice principles are benchmarks or standards that are put into place to create and support a workplace culture that supports professional learning, emotional wellbeing, work/life balance, effective communication, and transition into the workforce for young people.

The Fair Work Ombudsman has published a series of best practice guides for employers available from: [www.fairwork.gov.au/About-us/policies-and-guides/best-practice-guides](http://www.fairwork.gov.au/About-us/policies-and-guides/best-practice-guides)

**Understand the requirement to employ 'fit and proper' staff**

Reasonable steps need to be taken to ensure that OSHC services engage the most suitable and appropriate people to work with children. A range of screening methods such as face-to-face interviews, referee reports and reference checks assist to minimise the likelihood of engaging or retaining people who are unsuitable to work with children.

All OSHC staff working on a DECD site **MUST** have a current Department for Communities and Social Inclusion (DSCI) **criminal clearance** at all times throughout their employment or prescribed duties on a DECD site. Information regarding criminal history screening is available at:

[www.decd.sa.gov.au/hrstaff/pages/default/criminalhistory/](http://www.decd.sa.gov.au/hrstaff/pages/default/criminalhistory/)