

(Revised September 2025)

## **Policy Statement:**

The Mueller College Outside School Hours Care (OSHC) Service strives to employ educators who are qualified and appropriate for the job. The Service also strives to be an equal opportunity employer. To ensure the best possible outcomes through the educator recruitment and selection process, it is essential to implement practices and procedures to ensure suitable candidates for positions are employed.

## **Background:**

The Service is committed to recruiting and employing staff through fair, transparent, and equitable processes that promote child safety, diversity, and inclusion. Recruitment decisions are based on merit, ensuring that all staff possess the necessary qualifications, character, and commitment to uphold the highest standards of care and education for children. All employment practices comply with current legislative requirements, including the Education and Care Services National Regulations, Fair Work Act 2009, Anti-Discrimination legislation, and child protection laws.

## **Important Terms:**

<b>Children and young people</b>	Refers to the children and young people present in the care environment.
<b>Educator</b>	Refers to the staff employed by the Service to provide care for children and young people attending.
<b>Parent/guardian</b>	Refers to the primary carer/s of the child or young person attending the Service.
<b>Family</b>	Refers to the group of people, including the primary carer, who engage daily with the child or young person in the home environment.
<b>Approved Provider</b>	The organisation that holds Service approval and ensures all safety and emergency management requirements are met.
<b>Nominated Supervisor</b>	The person responsible for daily Service operations and ensuring that this policy is implemented.
<b>Selection Panel</b>	A group of personnel (e.g., Nominated Supervisor, Management Representative, Service Representative) responsible for interviewing and evaluating applicants.
<b>Probationary period</b>	A defined trial period (3–6 months) during which the employee's performance, conduct, and suitability for the role are assessed before confirmation of employment.
<b>Induction</b>	The process of introducing new staff to the Service's operations, values, policies, and expectations, ensuring they are adequately prepared for their role.
<b>Conflict of interest</b>	A situation where personal or professional relationships could improperly influence recruitment or employment decisions.

## **Legislation:**

### **National Quality Standard (NQS)**

**Quality Area 4: Staffing arrangements**

**6: Collaborative partnerships with families and communities**

**7: Governance and Leadership**

<b>4.2</b>	<b>Professionalism</b>	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.
<b>6.2</b>	<b>Collaborative partnerships</b>	Collaborative partnerships enhance children's inclusion, learning and wellbeing.
6.2.3	Community engagement	The service builds relationships and engages with its community.
<b>7.1</b>	<b>Governance</b>	Governance supports the operation of a quality service.
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined and understood, and support effective decision-making and operation of the service.
<b>7.2</b>	<b>Leadership</b>	Effective leadership builds and promotes a positive organisational culture and professional learning community.
7.2.3	Development of professionals	Educators, coordinators and staff members' performance is regularly evaluated, and individual plans are in place to support learning and development.

## Education and Care Services National Regulations

83	<p><b>Staff members and family day care educators are not to be affected by alcohol or drugs</b></p> <p>(1) The approved provider of an education and care service must ensure that a nominated supervisor or a staff member of, or volunteer at, the service is not affected by alcohol or drugs (including prescription medication) so as to impair the person's capacity to supervise or provide education and care to children being educated and cared for by the service. Penalty: \$2200.</p> <p>(2) A nominated supervisor of an education and care service must not, while educating and caring for children for the service—</p> <ul style="list-style-type: none"> <li>(a) consume alcohol; or</li> <li>(b) be affected by alcohol or drugs (including prescription medication) so as to impair the supervisor's capacity to supervise or provide education and care to the children.</li> </ul> <p>Penalty: \$2200.</p> <p>(3) A family day care educator must not, while providing education and care for children as part of a family day care service—</p> <ul style="list-style-type: none"> <li>(a) consume alcohol; or</li> <li>(b) be affected by alcohol or drugs (including prescription medication) so as to impair the educator's capacity to provide education and care to the children.</li> </ul> <p>Penalty: \$2200.</p> <p><b>Note—</b> A compliance direction may be issued for failure to comply with subregulation (1).</p>
143	<p><b>Certification of documents</b></p> <p>The documents set out in regulations 140 and 141 that are required to be provided with the application or otherwise to the National Authority must be certified as a copy of the original by—</p> <ul style="list-style-type: none"> <li>(a) the institution that originally issued the documents; or</li> <li>(b) a justice of the peace; or</li> <li>(c) a person authorised under the legislation of the participating jurisdiction to witness or take statutory declarations; or</li> <li>(d) a person accredited as a translator who is employed by an Australian overseas diplomatic mission; or</li> <li>(e) a person accredited as a translator and interpreter by the National Accreditation Authority for Translators and Interpreters Limited A.C.N. 008 596 996.</li> </ul>
170	<p><b>Policies and procedures to be followed</b></p> <p>(1) The approved provider of a centre-based service must take reasonable steps to ensure that nominated supervisors and staff members of, and volunteers at, the service follow the policies and procedures required under regulation 168. Penalty: \$1100.</p> <p>(2) The approved provider of a family day care service must take reasonable steps to ensure that nominated supervisors and staff members of, and family day care educators engaged by or registered with, the service follow the policies and procedures required under regulations 168 and 169. Penalty: \$1100.</p> <p><b>Note—</b> A compliance direction may be issued for failure to comply with subregulation (1) or (2).</p>

## Education and Care Services National Law

171	<p><b>Offence relating to the direction to exclude inappropriate persons from education and care service premises</b></p> <p>(1) The Regulatory Authority may direct an approved provider, a nominated supervisor or a family day care educator to exclude a person whom the Authority is satisfied is an inappropriate person from the education and care service premises while children are being educated and cared for at the premises for such time as the Authority considers appropriate.</p> <p><b>Sch. s. 171(2) amended by No. 43/2022 s. 73.</b></p> <p>(2) A person to whom a direction is given under subsection (1) must comply with the direction. Penalty:           \$11 400, in the case of an individual.                           \$57 400, in any other case.</p> <p>(3) In this section— <b><i>Inappropriate person</i></b> means a person—</p> <ul style="list-style-type: none"> <li>(a) who may pose a risk to the safety, health or well-being of any child or children being educated and cared for by the education and care service; or</li> <li>(b) whose behaviour or state of mind or whose pattern of behaviour or common state of mind is such that it would be inappropriate for him or her to be on the education and care service premises while children are being educated and cared for by the education and care service.</li> </ul> <p style="text-align: center;"><b>Example</b> A person who is under the influence of drugs or alcohol.</p>
301(3, h, l&m)	<p>(3) Without limiting subsection (1), the national regulations may provide for the following— Sch. s. 301(3)(a) amended by No. 9/2017 s. 53(6).</p> <ul style="list-style-type: none"> <li>(h) requirements and standards for the staffing of education and care services, including the recruitment (and conduct of criminal history or other security checks) and the appointment of staff, performance improvement, professional standards, professional development, numbers and qualifications of educators (including minimum age and requirements concerning groups of children of different ages and composition) and staffing rosters and arrangements;</li> <li>(l) the records, policies and procedures to be kept by approved providers and family day care educators, including enrolment and attendance information;</li> <li>(m) requirements and standards about first aid and management of children's medical conditions, including— <ul style="list-style-type: none"> <li>(i) the training of educators and staff members; and</li> <li>(ii) plans, policies and procedures used to manage medical conditions and first aid; and</li> <li>(iii) the keeping and storage of first aid kits and medications;</li> </ul> </li> </ul>

## **Principles:**

To ensure consistent and equitable practices in the recruitment and employment of staff at the Service. The Service recognises that thorough screening, reference checking, and induction are essential to maintaining a child-safe environment. The recruitment process will ensure that every individual working or volunteering within the Service is suitable to work with children and is fully informed of their responsibilities under Service policies and procedures.

## **Procedure:**

Nominated Supervisor and Approved provider will follow the outlined steps below.

## **Recruitment Plan:**

The goal of this recruitment plan is to equitably manage the hiring of staff, ensuring thorough and consistent screening measures to uphold the highest standards in child safety and anti-discriminatory practice.

### **RECRUITMENT**

- All positions available shall be advertised. This can be done through appropriate agencies or sources, including:
  - Word of mouth
  - Local Newspapers
  - Appropriate Websites, including children and young people employment via Tertiary institutions
  - College and Church Newsletters
- Advertisements may include a description of the position, hours/days required, personal attributes and appropriate qualifications, closing date for applications and the workplace address.
- It is recommended that advertisements include:
  - Job descriptions which outline levels of supervision, qualifications, skills and experience required, and any mandatory checks (e.g. working with children check)
  - State your organisation's commitment to protecting children from harm and include information on Restricted Persons and Restricted Employment
  - Job advertisements reflect your organisation's work environment, culture, and the expected skills/requirements of the position
- The 'reasonable enquiries' required for employing educators include:
  - An employment application form that includes questions concerning child safety and prohibited persons.
  - An appropriate resume from the candidate, including three-character referees.
  - An interview with the candidate.
- Written applications should include an application form, a cover letter, a resume and selection criteria where appropriate. (Particularly in relation to the recruitment of permanent positions such as the Coordinator, Assistant Coordinator and other positions as applicable.)
- Documents of educator qualifications, suitability notices and first aid qualifications will be requested by the Service and kept confidentially by the Service in individual educator files.
  - Contacting referees to check the person's character if required.
  - Making police checks and obtaining other relevant clearances, and
  - determining and obtaining a copy of the appropriate qualifications of the person for the relevant job.

## SCREENING

- Applications received by the due date shall be reviewed by the Nominated supervisor and the Management committee as required. At this time, referees may be contacted to be informed of suitability.
- Suitable candidates should then be called to arrange an interview. An email or letter confirming receipt of the application shall be sent to unsuitable applicants to inform them that their application has not met the selection criteria.
- Selection criteria and interview questions based on requirements for the position will be reviewed prior to the interview date by the selection panel.
- The interview process may include a panel of up to three key personnel made up of either:
  - Nominated Supervisor
  - Management representatives
  - Service Representatives
- The selection panel will interview professionally, using questioning techniques to ascertain the candidates' suitability for the position. Should the panel be unable to agree on a suitable candidate, then further interviews may be required.
- Before Employment, all persons will be required to apply for a blue card and show proof of clearance and be checked on the prohibited persons and suspended educators register through the NQAITS portal.

## SELECTION

- Staff will only be employed (including as volunteers) if, after reasonable enquiries, including reference checks by the Nominated supervisor (or the Management Committee in the case of employment of the Co-ordinator), they are appropriate for the job, as contemplated by the Role and Expectations of Staff Policy.
- Should a staff member wish to be employed by the Service that has a pre-existing relationship with an existing staff member, both the existing staff member and the new staff member must agree, in the presence of the Nominated supervisor, that they are willing and able to work together both now and if their relationship status changes.
- Unsuccessful interviewees will be notified as soon as possible by a nominated person on the interview panel and will be followed up with written correspondence if applicable.
- A written letter of offer will be sent to the successful applicant informing them of the decision if they are entering a permanent position.
- Persons offered a role will be given a written job description and terms of employment prepared or approved by the Nominated supervisor, Staff Handbook, Workplace Health & Safety Handbook and given access to a full copy of these Policies and Procedures.
- Suitable candidates will be contacted by a member of the selection panel to make an offer of the available position and to negotiate starting dates and inform them of the orientation and induction process as outlined in the Service Staff Orientation, Induction & Mentoring Policy.
- All new educators (including volunteers) will have an induction session led by the Nominated supervisor or another suitable educator or educators nominated by the Nominated supervisor, to ensure that the new educator is aware of (and where relevant) obtains copies of:
  - Their terms of employment or engagement (including role description).
  - All Policies and Procedures (including grievance procedures).
  - Information about the Philosophy of the Service.
  - Staff Handbook.

- The basic operation of the National Quality Standard for Outside School Hours Care.
- The Duty of Care owed by staff of a School Age Care Service to children and young people and others.
- Workplace Health and Safety matters, including potential health risks.
- Any other matters which are necessary to enable the educator to properly do their job within the Service, or which the educator reasonably wishes to know.

### **Probation Periods:**

- All employees will undergo a 3-6 month mentoring process upon commencement. During this time, they will undergo the Service's Mentoring program as outlined in the Service Orientation, Induction & Mentoring Policy.
- After this time, the training documentation will be reviewed, and supervising staff asked to give feedback on the recruit.
- Any concerns will be brought to the attention of the recruit and they given a further 1-3 months (as deemed by the Nominated Supervisor, depending on the urgency) for them to improve in this area. Additional training and support may be given or requested by the recruit at this time.
- Staff will receive written notification upon passing their probationary period. This may be at 3 months or anywhere up to 6 months after beginning their employment with the Service.
- At any time before this, should the recruit show disregard for staff Policy and procedure or fail to meet the standards outlined in the legislation, their employment may be terminated. Every effort will be made for recruits to have all necessary training and information before taking this action.
- The Nominated supervisor and/or the Management Committee will ensure that appropriate expert industrial relations advice is sought and obtained as necessary to deal with staffing issues within appropriate legal and industrial standards.
- All casually employed staff will be made aware of casual employment law information by the Mueller College Human Resources department and will be kept up to date with any changes regularly.

### **See also:**

- Mueller OSHC Employee Qualifications and Study Policy & Procedure
- Mueller OSHC Roles and Expectations of Staff and Staff Under 18 Policy & Procedure.
- Mueller OSHC Staff Performance Monitoring & Professional Development Policy & Procedure.
- Mueller OSHC Staff Orientation, Induction & Mentoring Policy & Procedure.

### **REFERENCES:**

- Education and Care Services National Law Act 2010, Current as at October 2024
- Education and Care Services National Regulations, Current as at September 2025
- My Time, Our Place – Framework for School Age Care in Australia – Produced by the Australian Government Department of Education, Employment and Workplace Relations for the Council of Australian Governments. Ver 2.0, Revised 2022
- Guide to the National Quality Framework, Revised September 2025
- National Quality Standard, Revised 1 February 2018
- Guide to the National Quality Standard, Revised May 2022

- The Code of Ethics - Early Childhood Australia Inc. (2025 update)
- Workplace Health and Safety Act 2011 (Current as at 29 Nov 2024)
- Education and Care Services Act 2013 (Current as at Feb 2024)
- Environmental Protection Regulation 2019
- Manual Handling Guidelines for employees of Child Care Centres Australia
- Education and Care Services National Law Act (QLD) 2011, Current as at September 2025
- Child Services Award – State 2012
- Workplace Relations Act 2006

## REVIEW

POLICY REVIEWED BY:	Rachel Rose	OSHC Director	12/09/25
POLICY REVIEWED	SEPT 2025	NEXT REVIEW DATE	JAN 2026
VERSION NUMBER	V2.2		
MODIFICATIONS	<ul style="list-style-type: none"> <li>• New legislation</li> </ul>		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	PAST REVIEW DATE	
	<ul style="list-style-type: none"> <li>• Updated references</li> <li>• Addition of the review table</li> </ul>	JAN 2025	