



## **Human Resources**

## **Policy and Procedures**

## HUMAN RESOURCE POLICY AND PROCEDURES

<b>Approving authority</b>	Executive Management Team (EMT)
<b>Purpose</b>	This policy and procedure has been developed to set out the Ozford College human resource policies and procedures and to meet the Victorian Child Safe Standards, Ministerial Order 870 – Child Safe Standards - Managing the risk of child abuse in schools and Ministerial Order 1359 Managing The Risk Of Child Abuse In Schools And School Boarding Premises.
<b>Responsible Officer</b>	Principal
<b>Associated documents</b>	Governance charter All College policies

### 1 HUMAN RESOURCE MANAGEMENT

#### Employment Obligations

Ozford College (the College) aims to fully comply with all relevant legal obligations. In employing staff, this includes minimum award provisions and legislation covering:

- ⌚ Equal Opportunity and Anti-discrimination;
- ⌚ Workcover;
- ⌚ Occupational Health and Safety.
- ⌚ Child safety

This policy addresses the Victorian Child Safe Standards and Ministerial Order 870 – Child Safe Standards - Managing the risk of child abuse in schools and Ministerial Order 1359 Managing the Risk of Child Abuse In Schools And School Boarding Premises.

Ozford has a culturally safe environment and positive reporting culture and encourages notification by staff of any suspected or actual breach of these obligations.

All Commonwealth and State Legislation relevant to the organisation's employer obligations must be observed. Common law responsibilities also apply, as do the current organisation employment policies as approved by the Executive Management Team.

### 2 PURPOSE

This policy is designed to enable Ozford College to recruit and maintain appropriate skilled, qualified and competent staff able to fulfil the organisation's objectives.

### 3 SCOPE

This policy applies to all prospective and existing staff.

### 4 RECRUITMENT OF STAFF

Any new or replacement position in Ozford College is subject to review and assessment by the Principal or/ and Executive Management team.

Once approved, an advertisement and a copy of position description for the position is placed online. If advertising on online is unsuccessful within six weeks or longer, a recruitment agency may be contracted.

All applicants for roles in the College will be informed about the school's child safety practices (including the code of conduct). This information is available in the policy directory on Ozford's website.

**All Job Descriptions will provide information on the following areas:**

- ① Position title;
- ① Context for position (background information);
- ① Load of the position;
- ① Period of employment;
- ① Accountability;
- ① Duties;
- ① A clear statement that sets out:
  - o the job's requirements, duties and responsibilities regarding child safety; and
  - o the job occupant's essential or relevant qualifications, experience and attributes in relation to child safety.
- ① Selection Criteria – this is preferred but not essential.

The Head of Department (HOD) including the Principal, High School Program Coordinator and Marketing Manager and so on or nominated delegate, is responsible for ensuring that Job Descriptions are up-to-date and reviewed.

The support and supervision process and performance appraisal system is also used to monitor the relevance of Job Descriptions, as required.

## 5 SELECTION

### 4.1 Short listing

Each candidate will be shortlisted according to how well they meet the job description or selection criteria.

### 4.2 Face to face interviews (Compulsory)

- ① Questions based on selection criteria as described in job description;
- ① Questions to address the person's suitability for working with children
- ① Questions related to any history and experiences of child connected work

#### Interview Panel:

A minimum of one senior staff must be involved in the interview; it usually means either HOD or the Program Coordinator.

#### Essential Requirements:

All High School Teachers must have:

- ① Valid Victoria Institute of Teaching (VIT) registration
- ① Bachelor degrees in the relevant teaching areas or as per assessed by VIT
- ① VCAL Teachers must be both VIT-registered and hold relevant VET qualifications and experience (Note: VET teaching staff are also subject to assessment by Ozford College of Business).

All non-teaching staff must have:

- ① Have a current Working With Children Checks (WWCC)
- ① Relevant experience and qualifications for the role

#### All staff

- ① Experience and proven record of suitability for child connected work

- ⌚ Demonstrated capacity to work within a workplace team
- ⌚ High-level verbal and written communication skills
- ⌚ Willing to provide proof of personal identity and any professional or other qualifications required for the role;
- ⌚ Have an appropriate history of work involving children
- ⌚ Excellent presentation skills
- ⌚ Demonstrated commitment to continuous improvement
- ⌚ Fit with the Ozford College culture and values

#### **4.4 Re-advertising**

- ⌚ The Selection Panel may decide to re-advertise positions where no suitable applicants were recommended for appointment.
- ⌚ In such circumstances, the advertisement will include the statement "previous unsuccessful applicants need not apply".

#### **4.5 Verification Checks for referees, qualifications and verification of WWCC (Compulsory)**

Applicants will be informed during the selection process that any offer of employment will be subject to reference checks. The references sought will be used to assess the person's suitability for the job and child connected work.

The reference check is completed by the High School Coordinator.

##### ***Referee Checks***

Before an offer of employment is made to any preferred interviewee, all reference checks must be completed.

For teachers of VCE, at least two references will be checked. The College may contact previous employers listed on the applicant's resume even if they are not notes at the referee.

For teachers of VET units of study, at least two references will be checked with at least one industry reference check made. The VET industry reference checks will particularly seek to confirm the industry currency of the applicant in relation to each and every unit listed on the VET Teaching Staff Matrix and Checklist – more than one employer may need to be contacted to confirm industry currency for all units.

For all other applicants, at least two references will be checked.

In all reference checks, the referees will be asked to confirm that the person is suitable for child connected work.

##### ***Qualifications Checks***

All applicants will be required to undertake personal identification checks.

The applications will need to provide either:

- ⌚ original qualifications which will be copied and signed and dated by an approved Ozford staff member with a statement "original sighted" as proof of verification of the original copy being sighted, the originals will be returned to the applicant; or
- ⌚ formally certified copies of qualifications which will be retained by the College.

In reviewing personal identification, the College will check for any differences in the person's names. Additional personal identification may be requested for any change in name, ie. marriage certificate.

#### **VIT registration verification**

For all teaching staff, a valid VIT registration will be required.

The VIT registration will be verified using the VIT check status function on the VIT website.

It is each staff member's obligation to ensure that the VIT registration is maintained including ensuring appropriate professional development is undertaken.

The College maintains a register of the VIT registration details.

#### **WWCC verification**

For non-VIT registered staff, a valid WWCC will be required.

All WWCC cards will be verified by using the Working with Children Victoria website 'Check status' service which allows Ozford to check the status, type and expiry date of a person's card or application.

It is each staff member's obligation to ensure that the WWCC is maintained and any changes to the status is notified to the College. This specifically includes advising the College if the WWCC is replaced by a new WWCC with different details.

Ozford maintains a WWCC register, and the candidate will be added to the register.

### **4.6 Notifying Preferred Interviewee**

If the preferred interviewee has suitable reference checks:

- ① The Head of Department will recommend to the Principal, a salary level determined in accordance with the applicant's qualifications, experience, award and current market conditions.
- ① A New staff Contract Request form will be provided to the Finance team who will prepare the employment contract.
- ① An offer and employment contract will be signed by the Principal and then sent to successful applicant.
- ① The applicant will be asked to notify Ozford in writing of their acceptance of the offer, by the specified date and return the signed employment agreement.

### **4.7 Notifying Unsuccessful Interviewees**

Only candidates to be interviewed will be contacted as stated in the job advertisement.

If the interviewed candidates are not successful, they will be advised by email.

### **4.8 Disposal of Applications**

Unsuccessful applications and interview record forms will be destroyed two weeks after the selection process concluded

## **6 INDUCTION AND ORIENTATION OF NEW STAFF**

Induction or orientation procedures will be conducted for all new staff (refer to the Induction Program).

The High school coordinator or Head of Department are responsible for conducting staff orientation and training including information of Ozford's child safety practices, school registration and ESOS compliance obligations including:

- ⌚ policies and procedures for child safety
- ⌚ policies and procedures for managing emergency situations and critical incidents
- ⌚ policies and procedures for verifying that the student's accommodation is appropriate to the student's age and needs (for staff in student welfare and support roles)
- ⌚ the Education Services for Overseas Students Act 2000 (ESOS Act), the National Code and any VRQA Guidelines for the enrolment of overseas students aged under 18 years issued from time to time.

**The following points provide a guide/checklist of areas that must be included as an orientation process for all new staff members:**

### **General Information**

The Head of Department will:

- ⌚ Provide a guided tour of the campus including their specific work area
- ⌚ Provide some guidance on the use of the College facilities including phones taking and responding to phone messages, internet and printer use;
- ⌚ Explain where the meeting rooms are located and how to book the Meeting rooms;
- ⌚ Use the Teaching Staff Induction Program to provide the induction.

### **Staff Handbook**

All staff are to be given a copy of the Staff handbook during induction and major items in the handbook will also be explained in the orientation program. The Staff handbook is accessible on the College intranet.

### **Ozford Policies and Procedures**

All staff are to be shown the location of Ozford College website which has the policies and procedures and will be directed to read them. The Head of Department can assist with any questions or queries and the College welcomes feedback on the policies and procedures.

All new staff will be informed about Ozford's child safety practices (including the code of conduct). The induction will cover the policies, codes, practices, and procedures in governing, identifying, monitoring, responding to and reporting any child safety related incidents and CCYP reporting obligations including

- ⌚ individual and collective obligations and responsibilities for managing the risk of child abuse including:
  - o the school's strategy and approach to implementation of the child safe standards
  - o guidance on responding effectively to issues of child safety and wellbeing and supporting colleagues who disclose harm
  - o guidance on how to build culturally safe environments for children and students
  - o guidance on their information sharing and recordkeeping obligations
- ⌚ child safety and wellbeing risks in the school environment including:
  - o the College's Child Safe Risk Management Policy and Procedures
  - o guidance on how to identify and mitigate child safety and wellbeing risks in the school environment without compromising a child or student's right to privacy, access to information, social connections and learning opportunities
  - o guidance on recognising indicators of child harm including harm caused by other children and students
- ⌚ the College's child safety policies, procedures and practices including:

- o Child Safety Policy and Procedures
- o Critical incident policy and procedures
- o Diversity, Cultural safety and Equity Policy and Procedure
- o Anti-Discrimination and harassment policy and procedure
- o Student behaviour management policy and procedures
- o Younger Students and Homestay Policy and Procedures
- o Mandatory Reporting Policy
- o Responding to and reporting allegations of suspected child abuse policy and procedures
- o Student Support & Services Policy & Procedures
- o Curriculum Framework, Assessment, Mode of Delivery, Reporting and Record-Keeping Policy and Procedures
- o Student Complaints and Appeals policy and procedures
- o Contractor and Consultants policy and procedures
- o Volunteer and Visitor policy and procedures
- o this Human Resources Policy

## 7 COVIDSAFE SETTING REQUIREMENTS

All staff must comply with the current COVIDSafe Settings for business in Victoria.

Staff must:

- ⌚ meet the COVID19 Vaccination requirements. Workers at school, childcare and early education services including outside school hours care services must have already received three doses of the COVID-19 vaccine (or have an exemption) to be able to work in an education setting.
- 🕒 provide proof of their COVID-19 vaccination to the Finance team.
  - o The proof will be reviewed and the outcome recorded in the staff file.
  - o The proof will not be retained by the College.
  - o Staff can not work on the premises if they have not met the Vaccination requirements
- ⌚ ensure that QR code check-ins are completed by all visitors, parents and guardians, contractors and other workers. Staff must ensure that the vaccination status has been verified and the person has checked-in.
- 🕒 wear a mask if it is required and ensure other staff and students also comply with any mask requirements.
- 🕒 participate in any surveillance testing that is required.
- 🕒 comply with the College COVIDSAFE plan which is accessible on the College intranet.

## 8 STAFF TRAINING AND DEVELOPMENT

The College supports fully the ongoing professional development of all Ozford staff, in order to maintenance of a high level of student service and teaching practices by providing opportunity for all staff to further their professional skills and/or qualifications.

6.1 The Head of Department will have the role of informing staff of professional development opportunities, which in turn will reflect individual staff needs as identified and compliance requirements including:

- ⌚ the Child Safe Standards and Ministerial Orders covering Child Safe Standards – Managing the risk of child abuse in schools and school boarding premises including:
  - o the individual and collective obligations and responsibilities for managing the risk of child abuse including:
    - the school's strategy and approach to implementation of the child safe standards

- guidance on responding effectively to issues of child safety and wellbeing and supporting colleagues who disclose harm
  - guidance on how to build culturally safe environments for children and students
  - guidance on their information sharing and recordkeeping obligations
  - o The child safety and wellbeing risks in the school environment including:
    - the College's Child Safe Risk Management Policy and Procedures
    - guidance on how to identify and mitigate child safety and wellbeing risks in the school environment without compromising a child or student's right to privacy, access to information, social connections and learning opportunities
    - guidance on recognising indicators of child harm including harm caused by other children and students
  - o The College's child safety policies, procedures and practices (see the Induction section for the listing of child safe policies)
  - ⌚ The policies and procedures for Anaphylaxis management and First aid training.
  - ⌚ The policies and procedures for managing emergency situations and critical incidents.
  - ⌚ The policies and procedures for verifying that the student's accommodation is appropriate to the student's age and needs, and for education providers accepting overseas students in a registered school boarding premises, the VRQA Guidelines to the Minimum Standards and Requirements for School Boarding Premises Registration (for staff in student support and welfare roles)
  - ⌚ the College's obligations under the ESOS framework and the potential implications for overseas students arising from these obligations including the Education Services for Overseas Students Act 2000 (ESOS Act), the National Code and these Guidelines.
- 6.2 The Head of Department will assist with coordinating and organising professional development activities for individuals and the whole College. Professional development activities include:
- ⌚ participation in courses, workshops, seminars, conferences, or formal learning programs;
  - ⌚ participation in mentoring, professional associations or other learning networks;
  - ⌚ personal development through individual research or reading of publications or other relevant information;
  - ⌚ participation in moderation or course improvement activities; and
  - ⌚ for staff delivering VET units, participation in industry relevant roles.
- 6.3 Staff are expected to take personal responsibility for their professional development and meet all professional obligations to maintain their professional accreditation ie. VIT or other professional organisations professional development obligations.
- 6.3 Staff are encouraged to seek professional development opportunities internally and externally from the school. The school has a PD application form for professional development.
- 6.4 All staff attending professional development have a responsibility to report share to the remainder of staff about the PD activity and its benefits if required.



## 9 PERFORMANCE APPRAISAL

- 7.1 The aim of the performance appraisal is to evaluate the performance of staff (only for full time staff or part-time staff who worked for the College for more than one year. The process provides:
- ⌚ feedback from the head of Department on staff progress within the College
  - ⌚ feedback to staff about their performance
  - ⌚ an opportunity for staff to give feedback to the appraiser about any recommendations they may have for the College.
- 7.2 Casual teaching staff performance is assessed by classroom observation, feedback from students and general observations.
- 7.3 The performance appraisal process includes the assessment of the continuing suitability of a staff member for child-connected work.

### Procedures

The Head of Department completes the Performance Appraisal form which has two sections, one for each semester.

#### First semester

- ⌚ The first semester form is completed by the Head of Department.
- ⌚ The Head of Department and the staff member schedule a time to discuss the appraisal and meet to discuss the Performance Appraisal.
- ⌚ As part of the discussion, the staff member's professional development plan is discussed.

#### Second semester (end of year appraisal)

- ⌚ The second part of the Performance Appraisal form is completed by the staff towards the end of the year.
- ⌚ The Head of Department and the staff member schedule a time to discuss the appraisal and meet to discuss the Performance Appraisal.
- ⌚ As part of the discussion, the staff member's professional development plan is discussed.

#### Teaching Staff

- ⌚ Classroom observations are completed by the High school coordinator.
- ⌚ The High school coordinator and the teaching staff meet to discuss the observations. The teaching staff then have the opportunity to reflect on the observation.
- ⌚ As a result of the classroom observation, an amended version of the general professional development plan may be developed with the Head of Department and staff as needed.

## 10 PERFORMANCE MANAGEMENT

The following information outlines the procedures that shall be applied to situations of inappropriate or unsatisfactory performance and breaches of discipline by staff members.

All staff must act professionally, comply with their employment contract and all College policies and procedures including the Code of conduct and all child safe obligations.

Where the College becomes aware that a staff member has acted in breach of these responsibilities an investigation will be undertaken. A professional, fair and transparent process will be followed by the College. The person conducting the investigation will normally

be the High school coordinator or Head of Department but where there is a conflict of interest, an independent person will be appointed to undertake the assessment.

The staff member will be provided with the opportunity to respond to the matter and an assessment will be made. Where it is found that there is situation of inappropriate or unsatisfactory performance or a breach of discipline by staff members the following process will be followed.

The staff member has the right to access the College's complaints and appeals process.

Where there is a serious incident as set out in section 9.3 of this policy, the College reserves the right to immediately terminate the staff member's employment.

### **8.1 Verbal Warning**

Where a Head of Department considers that disciplinary action is necessary, the Head of Department shall notify the staff member of the reason(s) and inform the staff member that she/he is being warned as part of a disciplinary process that may result in termination of employment.

The first warning is normally verbal and an entry is recorded in the staff member's personnel file that such a warning has been given.

The staff member will be given the opportunity to clarify and a written response may be provided by email.

The Head of Department will consider the response and any supporting evidence.

### **8.2 Written Warning**

If the problem continues, the matter will be discussed with the staff member and a second warning in writing will be provided to the staff member and recorded on her/his personal file.

The staff member will be given the opportunity to clarify and a written response may be provided by email.

The Head of Department will consider the response and any supporting evidence.

### **8.3 Final Warning**

If the problem continues management will again discuss it with the staff member. If a final warning is to be given then it shall be issued in writing and a copy sent to the staff member and placed on the staff member's personnel file.

In the event of the matter recurring, then the employment of the staff member concerned may be terminated without any further warning

Nothing in these Disciplinary Procedures shall be taken to apply where an employer considers instant dismissal to be justified.

In above "warning" shall include a clear statement of Ozford's specific concerns, the expectations regarding resolutions of these matters and the times in which these are to be achieved.

## **11 TERMINATION OF EMPLOYMENT**

The following policies and procedures outline Termination of Employment, which may be instigated by the employer or by the staff member.

## 9.1 Resignation

Resignations must be supplied in writing to the Principal. Staff will be required to provide the required period of notice depending on the employment agreement.

the College will acknowledge resignations in person or via an email or a letter in writing.

Once the staff member's resignation has been accepted the Exit Procedure and Exit Interview process may be followed.

## 9.2 Staff Member Exit Procedure and Exit Interview

When a staff member leaves Ozford:

- ⌚ The Head of Department will schedule an exit interview.
- ⌚ The exit form will be completed by the Head of Department.
- ⌚ The form will be supplied to the Finance team for processing.
- ⌚ All College assets (where applicable) will need to be returned on or before the final day of work.
- ⌚ A final payment will be made in the payroll after the termination date. All College assets (where applicable) must have been returned for the payment to be made.
- ⌚ The College will terminate all ICT access on the day after the final day of work.

All requests for references must be submitted to the Principal in writing. The College reserves the right not to supply a reference.

## 9.3 Instant or Summary Dismissal

The Principal or their delegated authority, the Head of Department, has the right to dismiss any staff member without notice for conduct that justifies instant dismissal, including malingering, inefficiency, and neglect of duty or serious and wilful misconduct.

Such acts include, but are not limited to:

- ⌚ putting students, staff or stakeholders at safety risks, such as physical violence or aggressive behaviour or any other child abuse incident;
- ⌚ theft;
- ⌚ fraud;
- ⌚ being under the influence of alcohol or a drug of dependence during working hours.

If Ozford management is satisfied that the staff member has committed a serious and wilful offence, the staff member will be given a letter of termination and final payment before leaving the premises.

The HOD should receive all College assets (e.g. keys, etc.) before the staff member leaves.

## 12 STAFF RECORDS

A staff file will be kept for each staff member which may include:

- ⌚ CV
- ⌚ Job/position description;
- ⌚ Proof of personal identity
- ⌚ Valid VIT registration where applicable
- ⌚ Valid WWCC (if non-VIT staff)
- ⌚ The person's history of work involving children;
- ⌚ References that include the person's suitability for the job and working with children.
- ⌚ A copy of the letter of offer and the staff member's employment agreement;
- ⌚ Performance appraisal information (if applicable);

- ⌚ PD records;
- ⌚ Any other matters relating to the person's employment including any disciplinary reports;

***Accounts will keep:***

- ⌚ Record of annual leave and other entitlements;
- ⌚ Salary payments including salary packaging arrangements;
- ⌚ Timesheets;
- ⌚ Tax file number and other relevant information.
- ⌚ Verification of WWCC

Any staff may see his or her file at any suitable time to be arranged with the Finance team.

**12.2 Privacy and Confidentiality Provisions**

Personnel files will be kept in the Finance team's office in locked filing cabinet when not in current use.

Files are made routinely accessible to the Head of Department and/or Principal.

Files are retained for a minimum of the duration of employment and 7 years after the employment ends to meet financial obligations. If the person has been terminated for any reason including a child abuse incident, the files will be retained indefinitely.

All confidential information that is no longer required that relates to students, staff, or any organisation activities will to be disposed by the College's commercial shredding service.

Staff file or performance information is not disclosed or made available outside of Ozford authorised officers, unless those agencies which Ozford is required by law to provide such information, for example to authorised officers of VRQA, VCAA, VIT, Commonwealth DET, Commonwealth DHA or their contracted audit staff, ATO etc without the express written permission of the staff member.