

Recruitment and Induction Policy

Purpose

The purpose of this policy is to ensure that recruitment and induction practices at Bateau Bay OOSH are consistent, equitable, and legally compliant. Our aim is to employ educators and staff who share our Service philosophy, values, and commitment to safeguarding children's wellbeing, while ensuring that new employees are supported to understand their roles, responsibilities and ethical obligations.

Scope

This policy applies to the Approved Provider, management, nominated supervisors, educators, staff, volunteers and prospective employees at Bateau Bay OOSH. It outlines expectations for recruitment, induction and ongoing support to ensure compliance with legislation and the delivery of quality care.

Implementation

Fair and Transparent Recruitment

Bateau Bay OOSH is committed to recruitment processes that are open, inclusive and consistent with equal opportunity legislation. Positions are advertised widely to encourage applications from diverse candidates, and selection criteria are based on the skills, knowledge and values required for the role. All recruitment decisions are made fairly, with respect for equity, diversity and inclusion, and in line with the Education and Care Services National Regulations (Part 4.4 Staffing Arrangements) and the Fair Work Act 2009.

Compliance with Qualification and Safety Requirements

All staff must meet the qualification, ratio and staffing requirements outlined in the National Law and National Regulations. This includes Working with Children Checks, evidence of relevant qualifications, and proof of identity. The Service ensures that records of staff qualifications, training and clearances are kept up to date and available for inspection in accordance with Regulation 145–152.

Induction into the Service's Responsibility and Cultural Competence

New staff at Bateau Bay OOSH participate in a thorough induction process designed to familiarise them with the Service's philosophy, policies, procedures and expectations. Induction also includes orientation to the physical environment, an introduction to children, families and colleagues, and training in areas such as child protection, supervision, health and safety, and the Service's emergency and evacuation procedures. This process ensures new educators understand their role in supporting the holistic needs, safety and wellbeing of children.

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Embedding the Service Philosophy and Ethical Practice

Induction is not just about compliance, but also about embedding the Service's philosophy and commitment to ethical practice. New employees are introduced to the ECA Code of Ethics, the My Time, Our Place Framework, and the Service's guiding values to ensure their work is grounded in respect, responsibility, and collaboration. They are encouraged to reflect on how their own professional practice contributes to inclusion, diversity, equity and the promotion of children's rights.

Ongoing Support and Professional Development

Recruitment and induction are supported by ongoing professional development and mentoring. Educators are encouraged to engage in reflective practice, participate in training opportunities, and contribute to continuous improvement. Management ensures that all staff are supported to understand changes to legislation, regulatory requirements, and the National Quality Standard so that the Service maintains compliance and quality outcomes for children.

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Commitment to Child Safety

Our service is committed to being a child safe environment. We only employ people who are suitable to work with children and who understand their responsibilities under child protection laws. All staff are expected to act in the best interests of children at all times and support a safe and respectful environment.

Fair and Inclusive Recruitment

We are committed to equal opportunity and encourage applications from people of diverse backgrounds. All applicants are treated fairly and respectfully, and recruitment decisions are based on skills, experience, and suitability for the role.

Advertising Positions

All job vacancies are advertised clearly and include information about the role, responsibilities, required qualifications, hours of work, and pay. Advertisements also outline our commitment to child safety and the requirement for a valid Working With Children Check (WWCC), along with instructions on how to apply.

Selection Process

Applications are reviewed by a selection panel, and shortlisted candidates are invited to attend an interview. Interviews are conducted fairly and consistently, with all candidates asked similar questions. Questions will include topics related to working with children and child safety. The process is confidential, and applicants are given the opportunity to ask questions about the role.

Pre-Employment Checks

Before employment is confirmed, all successful applicants must provide a valid Working With Children Check (WWCC), references, proof of qualifications, and any required immunisation records. Additional checks, such as police checks, may be required where applicable. Applicants who do not meet these requirements will not be employed.



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Conflict of Interest

Any conflicts of interest during the recruitment process must be declared. This includes personal or professional relationships with applicants. Management will ensure that all decisions remain fair and unbiased.

Offer of Employment

Successful applicants will receive a formal offer of employment and a written contract outlining their role, hours, pay, and conditions. Unsuccessful applicants will be notified within a reasonable timeframe.

Probation and Induction

All new staff will complete a six-month probation period. During this time, they will participate in an induction program that includes training on child protection, service policies, code of conduct, and their responsibilities as educators. This ensures they are supported to perform their role safely and effectively.

Review

Date:	Changes:	Reviewed by:
18/09/25	Policy Created	Charmayne Nathan
22/04/2026	Policy Updated within new laws and regulations	Charmayne Nathan