

KAIKORAI VALLEY COLLEGE



STAFF APPOINTMENT PROCEDURE

RATIONALE

Under the Vulnerable Children's Act 2014 there is a requirement that schools take every precaution in appointing staff and volunteers to ensure that students/children will be safe under their care

This procedure lays out the steps that must be undertaken to appoint the most suitable and best qualified people to vacancies that occur in the school. A fair, reasonable and consistent process should be applied to making appointments.

As an employer, the Kaikorai Valley College Board of Trustees, is responsible for ensuring that all paid employees and contractors are safe and competent to work with children. The VCA provides Boards with the legal framework and requirements to support the implementation of good practice child protection when employing or engaging people to work with children at the school. This includes both core workers and non-core workers.

- A core worker is someone who works with children in an unsupervised situation and has primary responsibility for or authority over a child or children.
- A non-core worker is a worker who is working around or with children but does not have primary responsibility for or authority over a child or children.

OBJECTIVES

1. To appoint people who will enhance and enrich our vision of the school as a caring and effective educational environment for all our students.
2. When considering applicants, recognition of our obligations under the Treaty of Waitangi and under the Equal Employment Opportunities Policy must be maintained, ensuring that the value of positive role models for all students is clearly acknowledged.
3. To use a method of selection which is respectful of applicants, and can be seen to be fair and impartial.
4. To meet fully all the legislative requirements of the Employment Relations Act 2000 and Vulnerable Children Act 2014.

GUIDELINES

1. The Principal, as delegated by the Board of Trustees, determines the staffing needed to meet the school's programme goals.
2. Permanent full time teaching positions are advertised in the Education Gazette and, where deemed necessary, the local press. Part time and relieving positions may be advertised locally.
3. Job descriptions and information packs are made available to applicants. The key factors to be sought are extracted from the job description and all applications assessed in the light of these factors. Questions for interview are designed to allow the applicant the opportunity to address the key factors.
4. Applicants are required to fill out an application form provided by the school and in addition provide a Curriculum Vitae. This must provide names of referees of whom they are willing for the Board, Principal, or their delegate, to make enquiries.
5. Successful applicants for teaching positions shall be offered an appointment on the terms and conditions as set out in the Secondary Schools Collective Agreement or an Individual Employment Agreement. Any such Individual Employment Agreement will be on the same terms as the appropriate Collective Employment Agreement.
6. All offers of employment will be subject to a current practicing certificate, and a minimum of two appropriate referees' reports. Under the guidelines of the document "Staff Safety Check" the

following checks must be undertaken before an appointment is confirmed: “Safety Checking New and Existing Employees”, found in the procedures folder.

The “Exemplar Referee Questions”; found in the procedures folder shall form part of a referees report. Notes of these referee reports shall be kept and remain confidential.

7. All offers of employment and terms must be accepted in writing.
8. At the time of appointment and prior to taking up the position, new staff members will be given advice and guidance around the school’s physical restraint procedures.
9. In conformity with the Employment Relations Act, appointees will be given the opportunity to join the relevant collective Employment Agreement one month after commencement.
10. Successful applicants for non-teaching positions will be subject to the same process as laid out in (5) above.
11. For all employees, any negative report must be raised in the first instance with the Principal who will decide:
 - To continue with the staff member’s employment, or
 - Refer to exemption under the “Workforce Restriction” clause, details of which are found on www.legislation.govt.nz.
12. Unsuccessful applicants are notified as soon as possible and have documentation supporting their applications destroyed, or returned to them if this is requested.
13. The Board delegates to the Principal the sole right to appoint part-time, full time, permanent assistant teachers and support staff. The Principal will involve appropriate staff members and members of the Board as required. Permanent positions of responsibility, including all senior support staff, holders of Management and Responsibility Units, will be appointed by an Appointments Committee established by the Principal, in consultation with the Board, and shall include the staff representative to the Board. Deputy Principals and the Principal shall be appointed by the full Board or an appointments committee delegated by them. In all cases the same safety checks will be undertaken.
14. The Principal delegates to the relief coordinator the right to employ relieving staff. However, they must all go through a similar checking process as laid out in the “Relievers Safety Check”, found in the procedures folder. The relief coordinator must provide evidence of this process to the Principal as per the guidelines.
15. In conformity with legislative requirements, the school will employ only registered teachers, provisionally registered, or those who have been granted a Limited Authority to Teach. Copies of current practicing certificates will be kept on file in the P.A.’s office.
16. The school shall endeavor to remind teaching staff of the need to keep their practicing certificate current. However, it is the teacher’s ultimate responsibility to keep their practicing certificate current. Where a teacher’s certificate lapses, a 10 day exemption shall be sought. Where the lapse sees them without a current certificate beyond this exemption date, the staff member shall be placed on LWOP.

Date of discussion by the Policy Group	15 March 2001
Date of confirmation by the Board of Trustees	4 April 2001
Reviewed	19 September 2003
Reviewed	06 April 2004
Reviewed	22 June 2011
Reviewed and changed from a policy to a procedure	30 March 2016
Reviewed	8 May 2019

KAIKORAI VALLEY COLLEGE
RISK ASSESSMENT FOR NEW EMPLOYEES

Employee Name: _____

The Vulnerable Children's Act 2014 (VCA) requires that the Kaikorai Valley College Board of Trustees implements comprehensive measures to protect and improve the wellbeing of vulnerable children. The VCA requires Boards to complete a safety check for all staff who work with or around children.

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Safety Checks to be carried out prior to employee starting work:

- Confirm registration (teachers) _____
OR
- Current Police vet (non-teachers)

- Interview conducted on

- Referees contacted and notes attached

- At least two referees

- Work history attached covering previous 5 years at least

- Two Forms of ID
(original sighted and verified copies attached and at least one must contain a photograph)
Primary Identification eg passport or birth certificate

- Secondary Identification eg Driver's Licence

- Qualifications – originals sighted

On the basis of the safety checks identified above, I consider _____
to be a suitable person to be employed at Kaikorai Valley College.

Principal: Rick Geerlofs

(signed)

Date: _____