

1. Policy Statement

St Nicholas Early Education and Care Services paramount priority is the on-going safety and well-being of every child who attends our services. To this end, St Nicholas commits to robust child-safe recruitment practices and ongoing child-safe employment.

St Nicholas has an obligation to ensure all persons employed are not subject to suspension, supervision or prohibition notices, and are fit and proper persons to undertake the role they will be employed to do.

2. Purpose

The purpose of this Policy and Procedure is to ensure:

- This document provides information for St Nicholas staff, parents/guardians, authorised persons and other stakeholders about how St Nicholas will ensure correct procedures are followed to ensure all St Nicholas staff are recruited with child safety as a paramount consideration.
- There is a culture of ongoing child-safe employment within St Nicholas

3. Procedure Direction

Step	Detail
Recruitment Practices	<ul style="list-style-type: none"> • All advertisements will be accompanied by a Position Description • Position Descriptions will clearly outline the child safe obligations of the role within St Nicholas • St Nicholas child safe criteria will be included in all job advertisements • All staff, including students and volunteers, will have a verified Working with Children Check • All prospective staff will be required to complete a <i>'Prohibition Notice Declaration'</i>, prior to commencing in their role. • All staff who have not previously completed a <i>'Prohibition Notice Declaration'</i>, will be required to do so if moving into the role of Nominated Supervisor or Responsible Person. • All prospective staff members will be required to provide a National Police Check. At the time of employment offer, St Nicholas will provide a link for the Police Check to be undertaken. Existing Police Checks will not be accepted. • All prospective employees must provide information and contact details for at least two referees. Referees must not be related to

	<p>the person, in a relationship with the person, and must have had a supervisory role in relation to the applicant.</p> <ul style="list-style-type: none"> • Referees must have worked with the applicant in a child related role • Referee checks must include specific enquiries in relation to reportable allegations or concerns related to child safety or misconduct; the person's knowledge of the child safe standards and their understanding of the mandatory reporting obligations of the role • A written record of referee checks must be kept • Prospective employee interviews must contain questions designed to assess the individual's child safe knowledge and commitment
Prohibition checks	<ul style="list-style-type: none"> • All persons will be checked against the Prohibition register prior to employment • The Prohibition register will be checked once per week, at a minimum, for any Prohibition Notices regarding any St Nicholas staff member • If a Prohibition Notice is linked to any working St Nicholas staff member, that person will be immediately removed from direct contact with children. • If a person is a prohibited person, a notification will be lodged via the NQAITs
Working with Children Checks	<ul style="list-style-type: none"> • All staff must have a verified Working with Children Check • A copy of the verified WWCC must be accessible at every St Nicholas service which the staff member may work at • WWCC must be current at all times the staff member is working in a service • Educators and staff must notify their approved provider within 72 hours of the event occurring, or within 24 hours of being made aware of the event, if they receive a negative notice or a change to their accreditation or registration, including if their Working with Children Check clearance has been refused or cancelled.
Qualifications	<ul style="list-style-type: none"> • For all roles requiring a specific qualification, those qualifications will be verified prior to employment commencing • All qualifications will be added to the National Early Childhood Worker Register • Teaching qualifications must be NESAs approved
Induction and Onboarding	<ul style="list-style-type: none"> • All prospective staff members will ensure they have completed the National Child Safety training within 14 days of commencing their role • New staff will be required to complete the following internal learning modules, relating to child safety, prior to or within their first week of employment <ul style="list-style-type: none"> ○ CDMN Code of Conduct ○ CDMN Corporate Induction ○ Diocesan Safeguarding Framework Policy

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	<ul style="list-style-type: none"> ○ Information and Records Management
Ongoing child safe employment practices	<ul style="list-style-type: none"> ● St Nicholas will conduct regular checks and enquiries to ensure all staff continue to meet child safety requirements ● Staff records will be maintained and updated to reflect any notices or changes that affect a staff member's suitability to work with children ● St Nicholas will ensure ongoing training and professional development opportunities are available to all staff in relation to child safety practices and reporting procedures
Record Keeping	<ul style="list-style-type: none"> ● St Nicholas will maintain regular checks and records while maintaining confidentiality ● The St Nicholas recruitment process and steps therein will be documented ● Copies of documents will be kept including, but not limited to: <ul style="list-style-type: none"> ○ Qualifications ○ National Police Check ○ Working with Children Check details, including expiry and verification date ○ Referee feedback ○ Prohibition checks, initial and ongoing ● Documentation will be kept relating to any actions taken of concerns arising in regard to the suitability of a staff member ● A register of Child Protection Concerns will be maintained

4. Roles and Responsibilities

Role	Responsibility
Approved Provider	<ul style="list-style-type: none"> ● Sight and verify a worker's legal name using official documentation and ensure it matches other documents ● Ask workers to directly disclose any former legal names, alternate spellings, names professionally used or aliases ● Record all previous or alternate names in the Worker Register, even if the worker no longer uses them ● Include name verification questions in onboarding processes and keep evidence of the verification in local staffing records ● Record all staff commencement dates and cessation dates ● Record and maintain all required worker details in the Worker Register and ensure they match the service's internal staff records ● Sight, verify and document evidence of each worker's qualifications, training, background checks and any other required information before the worker commences employment ● Ensure the Workers Register reflects each workers status including their role, employment type, work location and any changes that occur during their time at the service

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	<ul style="list-style-type: none"> • Submit updates within 14 days whenever worker information changes to keep records accurate and support regulatory oversight • Embed Worker Register requirement into all workforce processes, including onboarding, ongoing monitoring and off boarding, so information is consistently collected, verified and maintained • Implement internal quality checks, including routine cross checks and periodic audits, to ensure Worker register records remain accurate and aligned where Humer Resource and staffing records are maintained
All staff	<ul style="list-style-type: none"> • Provide St Nicholas with all required documentation for the National Early Childhood Worker Register • Provide any undated or changes to information to the Approved Provider delegate within 14 days

5. Related Documents

Policies and Procedures

Child Safe Reporting Policy and Procedure

Legislation

- [Education and Care Services National Regulations \(2011 SI 653\) - NSW Legislation](#)
Regulations: 168(2)(i)(ia) and (ib)
- [Children \(Education and Care Services\) National Law \(NSW\) No 104a of 2010 - NSW Legislation](#)
Sections: 174AA, 174AB

Other References

Child Safe Recruitment and the Working with Children Check. A handbook for child-related organisations. Office of the Children's Guardian

National Early Childhood Worker Register. Operational Policy Guide. ACECQA. April 2026

Compliance focus – child safe recruitment policies and ongoing employment practices. NSW Department of Education.

National Quality Standard

Quality Area 2 – Element 2.2.3

Quality Area 7 - Element 7.1.2, 7.1.3

6. Definitions

Term	Definition
Staff	A St Nicholas team member whose primary role is not working directly with children, including cooks, support office team members, administration team members, support workers, volunteers

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Early Education	St Nicholas service providing education and care to children aged 0 – 5 years
OOSH	St Nicholas service providing education and care to school aged children
Educator	A St Nicholas team member whose primary role is working directly with children
ACECQA	Australian Children’s Education & Care Quality Authority) is the independent national authority guiding the implementation of the National Quality Framework (NQF) for early childhood education and care across Australia. It works with state governments to ensure national consistent quality standards, compliance, and qualification assessments
Approved Provider	The legal entity with ultimate responsibility for the service under the National Law
Nominated Supervisor	A person with management or control of an education and care service, responsible for its day-to-day management.
Responsible Person	A Responsible Person is present at an education and care service to ensure compliance, safety, and wellbeing when the Approved Provider or Nominated Supervisor is not.
Service	Education and care service providing, or intended to provide, education and care on a regular basis to children under 13 years of age

7. Document Review

- 7.1. This Policy will be reviewed when there is a legislative change, organisational change, delegations change, technology change or at least every 1 - 2 years to ensure it continues to be current and effective.

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