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Child Care Services Taree & Districts Inc.

Worker Recruitment, Induction and Employment Policy

This policy applies to recruiting and inducting employees and support workers with Child Care Services Taree & Districts Inc. and all who participate in the process.

Child Care Services Taree & Districts Inc. is committed to promoting the welfare of children and young people and keeping them safe.

We are also committed to equality, valuing diversity, and working inclusively across all our activities.

We aim to have a workforce that represents a variety of backgrounds and cultures and can provide the relevant knowledge, abilities, and skills for our organisation.

The Purpose of the Policy:

- To recruit the most suitable people available to join our workforce
- To recruit and manage our staff and support workers in a way that complies with legislation designed to combat inequality and discrimination
- To do all we can to achieve and maintain a diverse workforce
- To ensure that our recruitment and selection processes are consistent and transparent
- To ensure candidates are judged to be competent before we make them an offer of a job
- To ensure that new employees and support workers are given a proper induction.

We recognise that:

- Our workforce is our most important resource
- Unsuitable individuals sometimes seek out opportunities via employment or volunteering to have contact with children in order to cause them harm
- Some groups face unfair discrimination in the workplace
- Children, young people and families benefit from our efforts to recruit a skilled and committed workforce from a diverse range of backgrounds
- Staff and support workers cannot perform their role effectively unless they are inducted properly and receive ongoing support and supervision.

We recruit and induct our workforce by:

- Advertising through appropriate media, word of mouth and in a way that ensures that we attract high quality applicants from diverse backgrounds
- Providing an application pack with relevant information for anybody who expresses an interest in an advertised job
- Involving more than one person to shortlist applicants for an interview
- Having at least two people conducting a face-to-face interview with anyone we may want to appoint
- Obtaining two references, two pieces of identification and original copies of any necessary qualifications from candidates
- Working with Children Checks, National Criminal History Checks, Child Protection, **NDIS Worker Checks** and Inclusion training must be completed prior to commencing.
- Providing a three-month Probation for all new employees and support workers
- Ensuring that all staff, workers and volunteers are made aware, during their induction period, of how to keep children and young people safe in our organisation
- Appointing all employees and support workers on a trial period initially, with a review before they are confirmed a position
- Using the list of processes below to follow a consistent procedure for recruitment and induction.
- We are committed to reviewing our policy and good practice.

Recruitment and Induction for employees

1. Plan your recruitment process. (Staff can be appointed with advertising)
2. Advertise the vacancy
3. Select interview panel (minimum of 2).
4. Interview panel review all applications for the role.

5. Create a shortlist of suitable applicants.
6. Agree upon the interview questions.
7. Invite chosen candidates to be interviewed.
8. Conduct interviews and verify every candidate's identity, qualifications and contact referees
9. Choose your preferred candidate
10. Make a provisional offer of a job
11. Consider any confidential information that the candidate has submitted and discuss if required.
12. Are all issues arising from the references, checks and self-disclosed information resolved?
 - i. **Yes** - confirm the offer on a probationary 3 months.
 - ii. **No** - withdraw the job offer.
13. Agree a start date.
14. Plan the induction.
15. Review the progress of the trial period after a maximum of three months.

Recruitment and Induction for Support Workers – Support Workers are required to hold either early childhood or disability qualifications or working towards

1. All prospective support workers must undergo Working with Children Checks, **NDIS Worker Checks** and National Criminal Record Checks
2. Can be appointed without advertising the position.
3. Select interview panel (minimum of 2)
4. Interview the applicant discuss the Support Worker roles and responsibilities.
5. If successful provide Registration Application
6. Arrange for Induction to be completed
7. Finalise registration
8. Provide Support Worker ID, and 3 Month probationary letter.

Support Worker Induction

- Induction is conducted by face to face and self-paced modules
- Overview of CCSTD and its various programs
- Inductee is provided with all relevant forms and policies and information on providers' expectations.
- Completes NDIS and Child Protection Workbooks
- Support worker roles and responsibilities
- Ongoing training opportunities
- Checklist completed

Employment Status

Child Care Services Taree & Districts Inc. NDIS Support Workers are self-employed on a contracted basis. As contracted workers they will provide their ABN number and Public Liability Insurance confirmation, will be responsible for their Taxation payments, superannuation, and other associated costs.

Positions descriptions and arrangements will depend on work duties, qualifications, support required, participant plans and duration of contract.

Worker Records

All CCSTD NDIS employees and support workers will provide the following information which will be kept confidentially on file at the office.

- Working with Children Check
- National Criminal Record Check
- NDIS Worker Screening Check
- First Aid, CPR Certificates, Asthma and Anaphylaxis Management
- NDIS Quality and Safeguard Commission Certificate
- Qualifications including resumes, accreditation documents and course Certificates
- Job application details
- ABN
- Public Liability Insurance

- Personal development and training documents
- Signed Code of Conduct

Worker Hours

All supports provided to NDIS participants are recorded on the service software roster program, support workers are required to sign in at arrival and out when completing a shift.

Payment of Wages

Amount paid to the worker is calculated from the roster. Hourly rates are set by CCSTD and reviewed annually or as per Price Guide Changes. Payments are transferred into the workers selected bank account. Any queries will be discussed and finalised before payment is made.

Relevant Legislation and Standards

- NDIS Rules 2018
- NDIS Practice Standards
- NDIS Code of Conduct
- NSW Disability Service Standards (NSW DSS)
- NDIS Terms of Business
- Privacy and Personal Information Act 1988 (NSW)
- The Disability Inclusion Act 2014 (NSW) and Disability Inclusion Regulation 2014 (NSW)
- Mental Health Act 2007 (NSW)
- Ombudsman Act 1974 (NSW)
- NDIA National Quality and Safeguards Policy 2018
- Disability Discrimination Act 1992
- Anti-Discrimination Act 1977(NSW)
- Criminal Records Act 1991(NSW)
- Work Health and Safety Act 2011(NSW)
- Children and Young Persons (Care and Protection) Act 1998
- Fair Work Act 2009