



BRISBANE GRAMMAR SCHOOL

Recruitment and Selection Policy

(Version 2.5 2024-05)

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RECRUITMENT AND SELECTION POLICY (V2.5 2024-05)

1. Purpose and application

This policy sets out the requirements for the recruitment and selection of Staff at Brisbane Grammar School (referred to in this Policy as “**BGS**” or “**the School**”) and provides the necessary tools to ensure that this process:

- Attracts the most talented, experienced, qualified and appropriate staff for the position to meet the present and future needs of the School and its community;
- Has due regard to relevant legal requirements including discrimination, inclusion, privacy and child protection legislation; and
- Minimises the risk of Harm to students at the School by Staff.

This policy applies to the recruitment of all Staff. All members of the Board of Trustees and Staff have a responsibility to comply with this policy. All Staff are required to attend any training provided by the School to ensure they fully understand all aspects of this policy and the School’s commitment to it.

For certain Staff who are not employees and/or who are not engaged to work with and will have minimal contact with students (e.g. ad hoc contractors and some volunteers), the recruitment and selection procedures may differ in some respects from those outlined in this Policy, with prior approval by a member of the School’s Senior Leadership Team. However, the School will in all cases ensure that it complies with legislation and takes other appropriate steps to safeguard and limit risk to its students. Refer to the *Recruitment, Screening and Induction Matrix* at **Annexure A** for further guidance.

Only members of the Board of Trustees and the Headmaster are authorised to recruit new Staff, including advertising for Staff, on behalf of the School. Refer to the *Delegation Policy*.

When the School engages external recruitment agencies to support part or all of the recruitment process, the School will ensure that they follow the recruitment and selection processes detailed in this policy and that they provide records to the School to demonstrate their compliance with these requirements.

2. Related School policies and legislation

The following related School policies, supporting documents and legislation are referenced in this policy:

2.1. Related School policies

- Anti-Discrimination Policy
- Student Protection and Reporting Policy (and Student Safeguarding and Risk Management Strategy)
- Conflict of Interest Policy
- Delegation Policy
- Privacy Policy and Standard Information Collection Notice

2.2. Supporting documents

- Interview Questions (Child Protection)
- Reference Check Form for SLT (Support Staff)
- Reference Check Form for SLT (Teaching Staff)



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- New Hire – Recruitment on boarding process
- Recruitment and Selection Policy Checklist for SLT

2.3. Legislation (as amended or replaced from time to time)

- Age Discrimination Act 2004 (Cth)
- Anti-Discrimination Act 1991 (Qld)
- Child Protection Act 1999 (Qld)
- Child Protection Regulation 2011 (Qld)
- Disability Discrimination Act 1992
- Education (Accreditation of Non-State Schools) Act and Regulation (Qld)
- Education (General Provisions) Act 2006 (Qld)
- Education (General Provisions) Regulation 2017 (Qld),
- Education (Queensland College of Teachers) Act and Regulation 2005 (Qld) (**QCT Act**)
- Fair Work Act and Regulation 2009 (Cth)
- Fair Work Casual Employment Information Statement
- Fair Work Information Statement
- Human Rights and Equal Opportunity Commission Act 1986 (Cth)
- Privacy Act 1988 (Cth)
- Racial Discrimination Act 1975 (Cth)
- Sex Discrimination Act 1984
- Work Health and Safety Act and Regulation 2011 (Qld)
- Working with Children (Risk Management and Screening) Act 2000 and Regulation 2020 (Qld) (**Working with Children Act**)

3. Definitions

In this policy:

“Harm” is any detrimental effect of a significant nature on a student’s physical, psychological or emotional wellbeing, irrespective of cause. Causes of harm may include, but are not limited to: physical, psychological or emotional abuse or neglect; or sexual abuse or exploitation. Harm may be caused by a single act, omission or circumstance, or by a series or combination of acts, omissions or circumstances.

“Staff” means all prospective and current employees, other personnel such as consultants, contractors, and people undertaking work experience or vocational placements and volunteers working for or at the School.

A **“student”** is any person regardless of age who is enrolled at the School.

4. Job advertisements, application forms and selection criteria

Before commencing a recruitment process, the Manager must define key job responsibilities and prepare or update the position description. The position description must be reviewed and approved the relevant SLT member.

Temporary vacancies to cover a Staff member on leave may be advertised internally only. Positions of added responsibilities (PAR) in most cases will be advertised internally at the end of the contract with the option by the Senior Leadership Team to advertise internally and externally.



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All other vacant positions will be advertised internally and externally including via on our website, ELMO, bulletins, social media and/or recruitment agencies. Care should be taken when structuring advertisements to promote the value proposition of the role and the School in an engaging and concise manner.

In some circumstances, external recruitment agencies may be engaged to source a candidate. All agencies must be one of the School's preferred agencies and therefore have agreed terms and conditions prior to placement.

All advertisements must contain the following statement, or where space is at a premium, an abbreviated form of the statement:

"The School is committed to protecting children and young people from harm. We require all applicants to undergo an extensive screening process prior to appointment."

Staff may recommend someone they have a close personal relationship with for a vacant position, however must not otherwise take part in the recruitment and selection process. Refer to the *Conflict of Interest Policy*.

Job advertisements, application forms and/or selection criteria/duty statements for a role will:

- Contain a clear condition that applicants and Staff meet the School's requirements for child safety in accordance with its *Child Protection and Reporting Policy (and Child Safeguarding and Risk Management Strategy)*;
- Specify the experience and qualifications required for the role, including whether teacher registration, a national or international police record check and/or a Blue Card is necessary for the successful candidate; and
- Specify the School's requirements for referee and identity checks and for disclosure by a candidate of any information relevant to the candidate's eligibility or suitability to engage in activities involving children.

Candidates applying for advertised positions at the School will be provided a copy of this policy and the *Child Protection and Reporting Policy (and Child Safeguarding and Risk Management Strategy)* and these are also accessible on the School's website.

Internal Applications

It is a requirement that all staff members advise their current Supervisor/Manager of their intention to apply for an internally advertised position prior to applying. This will provide the staff member and Supervisor/Manager with the opportunity to discuss career progression options.

All internal applicants will be contacted regarding their application and notified whether they have been shortlisted for an interview or if their skills and experience do not meet the minimum requirements stated for the role.

Internal applications from staff members who are currently participating in a performance improvement plan will not be considered until the performance improvement plan has been successfully completed.



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5. Interviews

The interview process will include at least one face to face interview which can be conducted via video link where necessary or appropriate.

Interviews will be arranged and conducted in a manner which ensures the candidate has been assessed thoroughly and fairly for the position and that they have a good understanding of the role and the School. An interviewer must not have an actual, potential or perceived conflict of interest as defined in the *Conflict of Interest Policy*.

Questions asked of a candidate during interviews will relate to:

- A candidate's work history, background and attitudes to topics relevant to the role; and
- The selection criteria / duty statement for the role.

During interviews, candidates will be provided with information about the School's child protection policies and procedures and mandatory questions will be asked to test the candidate's:

- Values and attitudes concerning relationships with children; and
- Understanding of sexual (and other) abuse, its causes and prevention.

Refer to the School's *Interview Questions (Child Protection)*.

During the interview, candidates will also have the opportunity to ask any questions or clarify any issues they may have.

6. Screening and references

If progressing with a candidate, due diligence must be completed prior to an offer of employment (or other form of engagement) being made. Refer to the *Recruitment, Screening and Induction Matrix* at **Annexure A** for further guidance.

6.1. Screening

- All applicants must provide identification and other documentation to confirm their qualifications, experience, eligibility and rights to work in Australia as required by the School;
- All teachers must be registered or provisionally registered with the Queensland College of Teachers under the QCT Act, or have received special dispensation from the College;
- All non-teaching members of Staff (including Board members) must have a "Blue Card" subject to and in accordance with the requirements of the Working with Children Act;
- Preferred candidates who have resided overseas for 12 months or more in the past ten years are further required to provide an international criminal record check (candidates should contact the relevant overseas police force to obtain this). Some countries will not release information regarding an individual for personal or third-party purposes. Where a criminal records check cannot be made, referee checks must be conducted with at least two individuals who personally knew the individual while they were residing in the other country (see further requirements for references at 6.2 below);



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- Prospective paid or unpaid Staff who are not required to hold a Blue Card under the Working with Children Act (e.g. a parent volunteer or tradesperson performing work at the School) may be required to provide a national and/or international criminal record check (as applicable);
- In some cases, as deemed appropriate by the School in its absolute discretion, prospective paid or unpaid Staff, may also be required to provide a national and/or international criminal record check and/or medical check (as applicable); and
- Preferred Senior Leadership Team candidates will be required to undergo a 'national criminal record check' also known as a 'police check' and/or international criminal record check (as applicable). The offer of employment (or other form of engagement) may be made subject to the outcome of the check being satisfactory to the School.

The School's Blue Card requirements and procedures are set out in the BGS *Child Safeguarding and Risk Management Strategy* (Annexure D to the *Child Protection and Reporting Policy*).

All School Staff must report to the School before their recruitment and select process, and during their employment / engagement, any criminal conviction or charge that indicates that they present a potential risk to the children or young people.

6.2. References

At least two reference checks are mandatory for any role at the School. In addition:

- One of the referees should be the candidate's most recent direct supervisor; and
- One of the referees should be the candidate's most recent Headmaster / Principal (Teaching) or Senior Manager (Business and Services Staff) or their suitable delegate (if applicable).
- The mandatory student protection questions for teacher will be with the most recent Headmaster and be completed personally either by the SLT member or a member of the People and Culture team..

The referees from whom reference checks are obtained must be professional referees and must not have a close personal or family relationship with the candidate. A current member of staff may act as a reference for an external candidate if they meet the above criteria. If they don't meet the criteria, this will be considered a personal reference check as opposed to a professional reference check. The identity of persons acting as referees must be verified.

Priority should be given to reports of referees who can comment on the candidate's most recent child related employment or other activities. Referees will be asked questions regarding the candidate's attitude and behaviour toward children in their previous role/s.

Referee checks must involve directly contacting the referee. Written character references are not sufficient unless also followed up and verified through direct contact.

Reference check questions must be used to guide discussion with a referee and such discussions must include the School's mandatory safeguarding questions. Refer to the School's:



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- Reference Check Form for SLT (Support Staff); and
- Reference Check Form for SLT (Teaching Staff).

The reference checks will be completed either verbally or electronic through a system approved by the School. If it is completed verbally, an SLT member must verify or complete the reference checks personally, or may delegate this task to a member of the People and Culture team for teaching staff.

A manager must verify or complete the reference checks personally, or may delegate this task to a trained staff member or member of the People and Culture team for support staff.

If reference checks cannot be undertaken until the preferred candidate has resigned from their current position, then the offer of employment (or other form of engagement) will be made subject to the receipt of two satisfactory references that meet the requirements detailed above.

The School reserves the right to contact any persons who may have relevant knowledge of the candidate's qualifications and experience, whether or not such persons are nominated as referees by the candidate.

Internal Reference Checks

Where a staff member is being seriously considered for a position, their current Supervisor/Manager may be contacted for a reference. The staff members current Supervisor/Manager must be notified before any offers are made.

7. Offer and finalisation

7.1. Successful candidate

Once a decision is reached on a preferred candidate, a verbal offer of employment (or other form of engagement) may be made to the candidate. A written offer of employment (or other form of engagement) will then be provided to the candidate as soon as practicable. All roles will be subject to an appropriate probationary period to allow the School to assess the suitability of the Staff member in that role.

7.2. Unsuccessful candidate

The School will notify unsuccessful candidates of the outcome of their application. Care will be taken to provide clear communication and avenues for follow up where possible.

8. Anti-discrimination and diversity

Please refer to the School's *Anti-Discrimination Policy*.

9. Record keeping

The School will maintain records of its recruitment and screening processes including records of:



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- Recruitment applications;
- Blue Card and criminal history record checks (national and/or international);
- Qualification and registration checks;
- Interviews; and
- Reference checks.

Refer also to the School's *New Hire – Onboarding Process* and *Recruitment and Selection Policy Checklist for SLT*.

10. Privacy and Confidentiality

All recruitment and selection must be conducted impartially and objectively whilst maintaining confidentiality.

Please refer to the School's *Privacy Policy and Standard Information Collection Notice*.

11. Contact Information

If you have any questions regarding this policy please contact the Executive Director People and Culture, or the Chief Financial Officer.

12. Policy Management

The School may, from time to time, review and update this document to take account of new laws and technology, changes to the School's operations and practices and to make sure it remains appropriate to the changing school environment.

Document Title	Recruitment and Selection Policy
Author	Ed Roper – Deputy Headmaster People and Culture
Version	V2.4 2023-02
Date	21/02/2023

Document Control

Version	Description	Date
V1.0	A Micallef (Headmaster), Corrs Chambers Westgarth	Sept 2015
V1.0	Board of Trustees	10/9/2015
V1.1	Standardize format – L Dunstan	27/3/2018
V1.2	Corrs Chambers Westgarth – revision for conflicts of interest 3459-6494-9770v2	6/3/2018
V1.2	Board of Trustees	13/9/2018
V2.0	Standardize format – L Dunstan	5/8/2020
V2.1	Standardise format – L Dunstan	4/5/2021
V2.1	Review (ACF) – Corrs Chambers Westgarth, 3462-1055-1317 v1	25/10/2021
V2.1	SLT Approved pending appointment of Director of People and Culture in 2022	25/10/2021
V2.1	Referred to Director of People and Culture, Esme Strydom	24/02/2022



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V2.2	Reviewed – Director of People and Culture, Esme Strydom	16/06/2022
V2.3	Reviewed – Corrs Chambers Westgarth,	30/06/2022
V2.4	Reviewed - Director of People and Culture, Esme Strydom	30/06/2022
V2.4	Reviewed – Corrs Chambers Westgarth	20/07/2022
V2.4	Reviewed – Australian Childhood Foundation	17/08/2022
V2.4	Minor amendment to position naming convention	7 Sep 2023
V2.5	Adjustments to the reference checking methods	5 August 2024

Distribution

Version	Recipient	Date
V1.0	BGS (MyGrammar)	16/9/2015
V1.2	BGS (MyGrammar)	21/9/2018
V1.2	BGS Staff Announcement	21/9/2018
V2.4	BGS Staff Announcement MyGrammar	21/02/2023
V2.4	BGS (MyGrammar)	7 Sep 2023
V2.5	BGS (MyGrammar)	12 Nov 2024



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Annexure A – Recruitment, Screening and Induction Matrix

Definitions:

- **Unsupervised** - Where contact with students is not directly supervised by another adult and there is responsibility for care of students. This includes roles having responsibility for management of direct service contact staff and management of personal records of students.
- **Supervised** - Where contact with students is directly supervised by another adult and there is no primary responsibility for care of students.
- **Direct service contact** - Providing activities or services to students as a core part of the role.
- **Secondary contact** - Performing ancillary or administrative functions where students are present.
- **No direct service or secondary contact** - Work in areas where students are not usually present; contact with students is incidental to the role and those students with whom they have incidental contact are supervised by other adults.
- **Short term** – One-off, temporary, less than 7 days in a calendar year.
- **Ongoing** – Long term, full-time or part-time.

Frequency and duration of contact				
Degree of unsupervised direct service contact	Nature of contact	Short-term	Ongoing intermittent	Ongoing
	Unsupervised, direct service contact	Example: Emergency relief teacher, coach, educator, carer, mentor, counsellor, weekend camp leader, chaperone	Example: Specialist teacher, coach, educator in skills program run every term	Example: Teacher, coach, educator, carer, mentor, counsellor, manager of children's services, Board members
	Supervised, direct service or secondary contact	Example: Work experience, administration & reception, event support	Example: Maintenance contractor, administration & reception, parent volunteer	Example: Work experience, kitchen staff, administration & reception
	Supervised, no direct service or secondary contact	Example: fundraisers, marketing, auditor, building contractor in non-child related areas	Example: Maintenance contractor, finance, book keeper, administration in non-child related areas	Example: Personnel in non-child related areas, after hours cleaners

Risk Management Requirements	Identification and documentation of qualifications and experience	Teacher Registration or Blue Card*	National and/or International Criminal Record Check**	Interview with child protection questions	Reference with child protection questions	Induction training** *
Minimal	Y	Y	D	N	N	Y
Low	Y	Y	D	N	N	Y
Medium	Y	Y	D	Y	Y	Y
High	Y	Y	D	Y	Y	Y

Y – Yes; N – No; D - Discretionary



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* All non-teaching members of Staff (including Board members) must have a blue card subject to and in accordance with the requirements of the Working with Children Act. Prospective paid or unpaid Staff who are not required to hold a blue card under the Working with Children Act (e.g. a parent volunteer or tradesperson performing work at the School) may be required to provide a national and/or international criminal record check (as applicable).

**In some cases, as deemed appropriate by the School in its absolute discretion, prospective paid or unpaid Staff may also be required to provide a national and/or international criminal record check (as applicable). Preferred Senior Leadership Team candidates will be required to undergo a national and/or international criminal record check (as applicable).

***Induction training involves either ACF Safeguarding Training or an abridged version of that training delivered by the School.