

Child Safe Recruitment Practices

At Alphington Grammar School we are committed to ensuring that our recruitment practices create a safe environment for our students. To this end, we have established policies and procedures for recruiting employees, Council members and Direct Contact Volunteers and for assessing their suitability to work with children. Our recruitment processes are designed to select appropriate staff, Council members and Direct Contact Volunteers and discourage inappropriate people from working within the School.

1. Job Descriptions:

- 1.1. Each job description for staff involved in child-connected work (being those persons with direct contact with children that is regular and not incidental to the work) has a clear statement that sets out the requirements, duties and responsibilities regarding child protection for those in that role and the occupant's essential qualifications, experience and attributes in relation to child protection.
- 1.2. All applicants for child-connected work at the School are informed about these requirements and Alphington Grammar School's child protection practices prior to commencing work at the School.

2. Screening and Suitability Assessments:

- 2.1. It is our policy that all new staff and Council members undergo screening including:
 - verification of their Working with Children Check Clearance (WWCC) or registration as a teacher;
 - personal identity verification and background checking;
 - verification of professional or other qualifications relevant to the job;
 - an examination of their history of child-connected work; and
 - reference checking that addresses the person's suitability for the job and working with children.
 - reference checking that seeks information from current or most recent manager

3. Application Direct Contact Volunteers:

- 3.1. All Direct Contact Volunteers must have a valid Working with Children Check Clearance (WWCC), unless they are exempt.
- 3.2. With the exception of parents/carers volunteering in an activity that their child is participating in Direct Contact Volunteers may undergo the following additional screening (or modified versions of it, depending on their role) prior to their engagement by Alphington Grammar School:
 - personal identity verification and background checking;
 - verification of professional and other qualifications if relevant to their role;
 - an examination of their history of child-connected work; and
 - reference checking that addresses the person's suitability for the job and working with children.
- 3.3. In line with Alphington Grammar School's risk-based approach to child safety and protection, where parent volunteers are volunteering at large off-site activities, such as overnight excursions or camps, the School requires that these parent volunteers have a Working with Children Check Clearance (WWCC) as a matter of best practice.
- 3.4. All Council members, staff and Direct Contact Volunteers are also subject to rigorous interview procedures.

4. Supervision and Performance Monitoring:

- 4.1. Probationary periods apply to all new staff members and Direct Contact Volunteers to monitor their compliance with the School's child protection policies and procedures.

- 4.2. Performance and development reviews are regularly undertaken for all staff and include consideration of performance against the School's Child Safe Code of Conduct and the requirements of the Child Protection Program. For example, ensuring that a staff member has not breached any of the School's reporting procedures or the Child Safe Code of Conduct.

5. Child Safe Recruitment and Other Legislation:

- 5.1. Our recruitment practices are subject to state and federal antidiscrimination legislations and the requirements of the Privacy Act when obtaining, using, disclosing, and storing information from applicants and referees (refer to our Privacy Policy).

6. Child Safe Referee Check Template

School: Alphington Grammar School

Position Applied For: _____

Applicant Name: _____

Referee Name: _____

Referee Position: _____

Organisation: _____

Relationship to Applicant: _____

Length of Time Known: _____

Confirm most recent manager _____

Date of Referee Check: _____

Conducted By: _____

Introduction Script (Recommended)

Hello, my name is _____ from Alphington Grammar School.

The applicant, _____, has listed you as a referee. With their consent, I would like to ask you several questions about their professional conduct and suitability to work with children.

As a child safe organisation, we ask specific questions related to **child safety, professional boundaries and conduct**. All information will be treated confidentially.

Professional Performance

1. What was the applicant's role and key responsibilities while working with you?

Notes:

2. How would you describe the applicant's overall performance in their role?

Notes:

3. What are the applicant's key strengths when working with students or young people?

Notes:

4. Are there any areas for development you believe the applicant should continue to work on?

Notes:



Child Safety Questions

5. Did the applicant demonstrate appropriate professional boundaries with children or students?

☐ Yes

☐ No

☐ Unsure

Comments:

6. Did you ever have concerns about the applicant's behaviour or conduct when working with children?

☐ No concerns

☐ Minor concerns (please explain)

☐ Significant concerns (please explain)

Comments:

7. Were there ever any child safety complaints, allegations, or investigations involving the applicant?

☐ No

☐ Yes (please explain)

Comments:

8. Did the applicant follow organisational policies relating to child safety and mandatory reporting?

☐ Always

☐ Usually

☐ Sometimes

☐ Rarely

Comments:

9. Would you feel comfortable having the applicant work with children or young people again?

☐ Yes without hesitation

☐ Yes with reservations

☐ No

Comments:

Professional Conduct

10. How would you describe the applicant's:

Area	Rating	Comments
Professional judgement	Excellent / Good / Adequate / Concern	
Communication with students	Excellent / Good / Adequate / Concern	
Professional boundaries	Excellent / Good / Adequate / Concern	
Reliability and integrity	Excellent / Good / Adequate / Concern	

Final Referee Recommendation

Would you recommend this applicant for employment in a school environment?

- ☐ Yes
☐ Yes with reservations
☐ No

Comments:

Child Safety Declaration

I confirm that the information I have provided is accurate to the best of my knowledge.

Referee Name: _____

Signature (if written): _____

Date: _____

School Use Only

Outcome of Referee Check

- ☐ Satisfactory – suitable for employment
☐ Further clarification required
☐ Not recommended

Name of Staff Member Conducting Check: _____

Signature: _____

Date: _____

AGS Advertisement SAMPLE

Secondary Drama and Media Teacher

Alphington Grammar School

[View all jobs](#)

Alphington, Melbourne VIC

Teaching - Secondary (Education & Training)

Full time

Add expected salary to your profile for insights

Posted 30d+ ago

Alphington Grammar School is situated in Old Heidelberg Road, on a delightfully, picturesque campus on the banks of the Darebin Creek. The school was established by the Greek Community of Melbourne and Victoria in 1989 with the declared purpose of being a co-educational, non-denominational and culturally-inclusive ELC to Year 12 independent school providing a superior educational experience at a competitive cost. It has grown substantially since that time, with a student population close on 630 students.

The school's core values are to help all our students to respect others, value diversity, show compassion, analyse critically, think globally, live creatively and aim high. "Aspiring to Excellence" underpins all that we do at Alphington Grammar School.

Alphington Grammar School is seeking to fill the following full time, ongoing teaching role:

- **Secondary Drama and Media Teacher to commence Term 1, 2026.**

Suitably qualified and experienced professionals should apply providing a full Curriculum Vitae and cover letter outlining relevant experience and including the names, addresses and contact details of three confidential referees. Applications should be addressed to the Principal, Dr Vivianne Nikou.

For a full position description for this role please visit the school's website:

<https://alphington.vic.edu.au/our-community/careers-at-alphington/>

Applications will be reviewed upon receipt and interviews may take place prior to the closing date.

Child Safety Commitment

Alphington Grammar School is committed to the safety, wellbeing and inclusion of all children and young people.

The School has **zero tolerance for child abuse** and is committed to acting in the best interests of children.

All staff, volunteers and contractors are expected to:

- comply with the School's **Child Safety and Wellbeing Policy and Code of Conduct**
- uphold the **Victorian Child Safe Standards**
- actively contribute to a **child safe culture**

Screening and Recruitment Requirements

The successful applicant will be required to undergo the School's child-safe recruitment practices including:

- **Victorian Institute of Teaching (VIT) registration** (for teaching roles)
- **Working with Children Check** (where applicable)
- **Reference checks that address child safety and suitability to work with children**
- **Identity and qualification verification**

Diversity and Inclusion Statement

Alphington Grammar School values diversity and strongly encourages applications from Aboriginal and Torres Strait Islander peoples and people from culturally and linguistically diverse backgrounds.

Application Process

Applications should include:

- Cover letter
- Curriculum Vitae
- Names and contact details of **three referees**

Applications close **31 October 2025**.

Please send applications to:

employment@ags.vic.edu.au