



The Japanese School of Melbourne

Recruitment and Employment Policy

If you need help to understand this policy, please contact school office on 0395281978.

Statement of Context and Purpose

The Japanese School of Melbourne (JSM) is committed to continuous improvement in the quality of the organisation through the recruitment of high calibre staff at all levels and maintaining a consistent recruitment and selection process that applies the principle of merit-based selection. This consists of an assessment of overall level of skill, knowledge, experience and relevant qualifications, in accordance with the requirements of the Position Description. The methods used to assess the most suitable candidates may include but not be limited to, interviews, classroom observation lessons and capability-based assessments including psychometric testing. Reference checks will be conducted.

The School is committed to recruitment practices that do not discriminate and which comply with all relevant legislation, in particular, anti-discrimination and student safety laws. All persons undertaking a recruitment process must have sufficient understanding of these laws and must seek appropriate assistance from the School to ensure these obligations are met.

The School will recruit new staff fairly and on the basis of merit – that is, the person who is the best person for the job.

The purpose of this policy is to establish an employment practices framework that gives effect to these objectives.

Application

This policy applies to all Board members and staff (including the Principal).

Related Documents

Legislation

- *Crimes Act 1958* (Vic)
- *Worker Screening Act 2020* (Vic)
- *Equal Opportunity Act 2010* (Vic)
- *Fair Work Act 2009* (Cth)

- *Education and Training Reform Act 2006 (Vic)*
- *Child Wellbeing and Safety Act 2005 (Vic)*
- Ministerial Order No. 1359 – *Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises*

Other

- VRQA Guidelines of the Enrolment of Overseas Students Aged Under 18 Years
- National Code of Practice of Education and Training to Overseas Students 2018

Overarching Recruitment Principles

The School is committed to applying the following overarching principles throughout the recruitment process:

Strategic alignment

The School's recruitment, selection and appointment practices will support the achievement of the School's strategic and operational objectives. Decisions to recruit should be made with regard to student safety, workforce planning and the goal of improving the performance and standing of the School.

Merit based

The School's merit-based selection methods are to ensure that recruitment processes deliver high quality staff and selection decisions that are fair, equitable, transparent and consistent. In this context, merit is defined as the skills, knowledge, qualifications, suitability, previous experience and personal attributes that relate to the requirements of the position.

Fairness

All those involved in the recruitment process should carry out their duties without bias or favouritism. Any potential or perceived conflict of interest between parties in the recruitment process should be declared to Panel Members and is to be avoided, where practicable.

Compliance

The School will comply with all relevant federal and state legislation in the recruitment and appointment of staff.

Equal opportunity

The School values equity and diversity and seeks to embody these values in its staff. The School welcomes applications from Aboriginal & Torres Strait Islander peoples, international people, people from culturally and/or linguistically diverse backgrounds and people with a disability.

Efficiency and candour

The School recognises that timely decision-making can be critical in securing the best possible applicant, and all processes should be conducted without undue delay. All applicants should be treated with respect and communicated with in a timely manner throughout the recruitment process.

Student safety

The School takes a zero-tolerance approach to any behaviours that jeopardise student safety (including child abuse and reportable conduct). The School regards its student safety responsibilities with the utmost importance and strives to deliver an academic curriculum that promotes the School's values.

The School is committed to student safe recruitment as required by *Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and Boarding Premises*.

The School is also committed to ensuring that its recruitment of approved student support providers and homestay families is consistent with the requirements under Ministerial Order No. 1359 and the *VRQA Guidelines for the Enrolment of Overseas Students Aged Under 18 and the Child Safe Standards*.

All applicants for positions involving student related work are informed about the School's student safety framework, including the Child Safety and Wellbeing Policy, Child Safety Code of Conduct, and Child Safety Responding and Reporting Obligations Policy. All staff (including but not limited to Board members) are required to provide evidence of having completed compulsory student safety training and other training as required before commencing at the School.

Advertising the Position

Position Description

A position description is to be prepared for vacant positions. The position description will describe:

- The nature of the position.
- Essential duties and requirements.
- Key selection criteria (including personal attributes, skills, experience and qualifications, as well as any desired skills and abilities).
- The School's values.
- Where the role involves child-connected work, will contain:
 - A clear statement that sets out the position's requirements, duties and responsibilities regarding student safety.
 - The essential or relevant qualifications, experience and attributes in relation to student safety required to fulfil the position.

Student safety screening

All applications will be responded to with an acknowledgement of receipt email.

Resumes will be screened against the position description so that assessments can be made of the applicant's suitability for the role.

Screening requirements will depend on the role that is being applied for, and whether the position is for an employee, volunteer, labour hire, secondee or contractor position.

The School will collect and keep a record of all relevant documentation obtained or sighted when screening a prospective staff member's (as defined earlier in this policy) suitability for a role at the School. These records will be maintained either in hard copy or electronic format in accordance with all applicable laws relating to privacy, including the *Privacy Act 1988* (Cth).

Prospective staff

Suitable applicants for an employee position must:

- Hold, and provide the School with evidence of, a current valid VIT registration or Working With Children Check (**WWCC**) clearance status (or similar check).
- Provide the School with proof of their personal identity (at least 100 points of identification is required).
- Have a current National Police Check or be willing to obtain one prior to, and/or during the course of their employment. Please note that a National Police Check forms part of the VIT registration process (whereas a WWCC clearance involves a narrower police check).
- Provide the School with proof of their professional or other essential or relevant qualifications for the role and other experience and attributes relating to student safety and wellbeing.
- Detail and provide to the School their history of student-connected work.
- Satisfy a reference check that addresses the applicant's suitability for the job and working with students.
- Be informed of, familiar with and agree to abide by the School's policies and student safety framework prior to commencing at the School.

Suitable applicants are invited to interview.

Applicants who are not selected for interview are notified by email.

Volunteers

All volunteers must agree to abide by the School's policies and student safety framework prior to commencing at the School.

All volunteers must present a physical copy of their WWCC to Administration Manager, who will take a copy of their WWCC, verify it against the one previously provided to the School and record it in the School's system. This may occur upon request, or upon physical attendance to the School's premises.

Direct contact volunteers

A direct contact volunteer means a person who is involved in providing support, guidance and supervision directly to students and/or who could potentially have direct contact with students during the normal course of their volunteer service.

All direct contact volunteers are subject to student safety screening prior to their engagement by the School and must:

- Hold, and provide the School with evidence of, a current valid WWCC clearance status (or similar check).
- Provide the School with proof of their personal identity (at least 100 points of identification is required).
- Have a current National Police Check or be willing to obtain one prior to commencement.

- Provide the School with certified evidence of their professional or other qualifications relevant to the role.
- Detail and provide to the School their history of student-connected work.
- Where appropriate, satisfy a reference check that addresses the person's suitability to volunteer and work with children and other students (this requirement is a matter of best practice and is particularly relevant for large-offsite events, overnight excursions and camps).
- Comply with any additional screening requirements implemented by the School.

Indirect contact volunteers

An indirect contact volunteer means a person who is involved in providing support and services at the School whilst not directly assisting a child or specific group of students. For example, this would include a person assisting with School administration functions.

All indirect contact volunteers are subject to student safety screening prior to their engagement by the School and must:

- Hold, and provide the School with evidence of, a current valid WWCC clearance status (or similar check).
- Provide the School with proof of their personal identity (at least 100 points of identification is required).

Third party contractors

Third party contractor(s) include maintenance and building personnel, consultants, tutors, support providers, VET providers, sports coaches and cleaners who either attend the School, or other activities and events associated with the School, for the purpose of performing contracted services or provide the School with access to their facilities

Where a third-party contractor could have direct or indirect contact with students during the ordinary course of providing their services to the School, they will be subjected to the equivalent screening processes for volunteers.

Interviews

Applicants are typically interviewed by at least two staff members and at least one interview is face to face (where possible).

The school's recruitment and selection process is based entirely on merit and is not influenced by personal relationships.

The purpose of an interview is to provide and obtain information that will assist in making a decision about an applicant's suitability for the role.

Interview questions will include those from the following categories:

- Technical – used to determine the skills and qualifications of the applicant.
- Behavioural – past behaviour indicates future behaviour.
- Cultural – questions designed to assess a fit with the School's vision, ethos and values.

The educational goals of the School are:

“to foster self-motivated, emotionally fulfilled and resilient children”

- to foster children who are proud of their Japanese heritage and able to thrive in an international community – children who are: active learners, emotionally fulfilled and compassionate, resilient and steadfast.

Interview questions also relate to the applicant's work history, skills and attributes as well as addressing selection criteria for the role. Interview questions are not discriminatory.

During the interview, applicants are provided information about the School, particularly, the School's focus on student safety and wellbeing.

The recruitment panel will make detailed notes of the interview.

Suitable applicants may be invited to attend a second interview with a senior member of staff.

Interviewed applicants who are not subsequently selected are notified.

Background Checks and Required Certifications

All appointments (including those involving child-connected work) will be conditional on the presentation of:

- Evidence that all screening checks required have been satisfied (refer above), which depending on the position, may include:
 - Evidence of current registration with the VIT.
 - A satisfactory National Police Check.
 - A current WWCC (or similar check).
 - Proof of personal identity (at least 100 points of identification).
- Proof of any professional or other qualifications (including if applicable, evidence that a teacher is suitably qualified and experienced to deliver a senior secondary course).
- Evidence of the person's history of work involving children and young people.
- Completion of psychometric testing and/or technical skills testing, which the School may require candidates to undertake from time to time.

The School will verify and keep appropriate records regarding the above information.

Reference Checking

The School will require at least two references from former and current employers of the applicant.

The School's reference checking process also involves enquiries about the applicant's suitability for working with students, or student—connected work, including in a school specific context.

Permission from the applicant to contact any nominated referees and to perform a full employment background check must be obtained.

All notes taken during the recruitment process (including the interview and reference check) will be placed on the staff member's file if the applicant is successful.

If a reference cannot be undertaken until the preferred applicant resigns from the current position, any employment offer will be made subject to the satisfactory completion of reference checks.

Entitlement to Work in Australia

All applicants must provide valid documentation of their right to work in Australia. It is the applicant's responsibility to advise the School of visa expiry dates.

An applicant's citizenship or other immigration/visa status will be considered only as required by applicable laws and regulations for employment.

Pre-Employment Medical Requirements

Pre-employment health declarations

Legislation requires that the School must:

- Ask the applicant, in writing, to disclose any pre-existing injury or illness that could be affected by the nature of the proposed duties.
- Explain, in writing, to the applicant that a failure to disclose, or a misleading disclosure concerning pre-existing injuries or illnesses may result in a loss of entitlement to workers compensation, should the injury recur.

To meet this requirement, new staff (which include ex-employees returning to the School) are required to complete a pre-employment health declaration prior to commencing employment.

Pre-employment medical assessments

The School may require an applicant to undergo a pre-employment medical assessment.

This will occur if the School forms the view that it is prudent to independently confirm a prospective recruit's medical fitness to perform the duties that relate to the role that the prospective staff member is applying for. Such an assessment will be conducted by a registered medical practitioner of the School's choice.

If the registered medical practitioner is unable to recommend employment of the applicant, the School may withdraw the offer of employment (if the offer has already been made).

Ensuring Student Safety Post Recruitment

Regular screening practices and obligations to disclose

The School will review the currency of VIT registration and WWCC clearances (or similar checks) annually (or more frequently as required).

All staff are required to immediately notify the School if their VIT registration or WWCC clearance (or similar check), is suspended, cancelled or otherwise under investigation.

All staff are prohibited from engaging in student-connected work in the absence of a valid VIT registration or WWCC clearance (or similar check).

Induction

The School requires all staff to undergo appropriate induction upon commencement at the School, including in relation to the student safety framework (including the Child Safety and Wellbeing Policy, Child Safety Code of Conduct, and Child Safety Responding and Reporting Obligations Policy).

Prior to commencing at the School, all volunteers, Board members and third party contractors must undergo appropriate induction, and be provided with the School's key student safety policies and related policies and procedures. The induction process for incoming Board members must also address the requirement for the School's governing body to:

- ensure that all people working at the School are suited to do so, and reflect the School's student safety and wellbeing values in practice.
- ensure that recruitment advertisements for staff have a clear statement that sets out:
 - the jobs requirements, duties and responsibilities regarding student safety and wellbeing; and
 - the job occupant's essential or relevant qualifications, experience and attributes in relation to the student safety and wellbeing.
- otherwise comply with its obligations relating to suitable staff and volunteers under clause 10 of *Ministerial Order No. 1359*.

Once staff, Board members, volunteers, labour hire workers, secondees or contractors have completed the School's induction program (which will be relevant to the role in question), this will be recorded by the School and stored for record keeping purposes.

Supervision, monitoring and assessment

The School requires that staff act professionally, and in a way that embodies the School's commitment to student safety.

The School's student safety framework is available on the School's staff portal (Teams), and includes the Child Safety and Wellbeing Policy, Child Safety Code of Conduct, and Child Safety Responding and Reporting Obligations Policy.

Staff will otherwise be subject to regular supervision, monitoring, performance reviews and assessment, to ensure their ongoing suitability for student-connected work. This will be managed by the Principal, Assistant Principal and Administration Manager, and will include:

- Effective use of probation periods and annual performance reviews for staff (or where applicable, site or accommodation visits), which shall include an assessment of a staff member's continuing suitability for student-connected work.
- Ensuring staff and volunteers receive training on implementing the Student Safety and Wellbeing Policy, building culturally safe environments for children and young people, recognising indicators of harm (including that caused by other children and young people) and responding effectively to student safety issues and concerns, and supporting colleagues who disclose harm.
- Ensuring staff (as defined earlier in this policy) receive training on the School's record keeping, information sharing and reporting obligations.
- Ensuring staff and, where appropriate, volunteers, receive ongoing student safety training that is tailored to the relevant needs of staff and volunteers, and factors in the complexity of child-connected work undertaken at the School (including with regard to the School's international students).

- Ensuring staff are aware of, understand and respect student's individual needs and differences (including Aboriginal and Torres Strait Islander students, international students, students from culturally and linguistically diverse backgrounds, students with a disability, LGBTIQ+ students and students who are unable to live at home).
- Monitoring staff to ensure their behaviour towards students is appropriate and to ensure compliance with the School's student safety policies.
- Appropriate levels of supervision for all staff, and in particular staff and volunteers who have direct contact with students.
- Acting on concerns which are raised in accordance with the *Crimes Act 1958* (Vic), and the Child Safety Responding and Reporting Obligations Policy, as applicable.
- Taking appropriate disciplinary action where a staff member is found to have acted contrary to the School's student safety framework.

In addition to appropriate training at induction, periodic refresher training will also occur for staff and relevant volunteers to ensure ongoing understanding of their legal and professional obligations. The purpose of the training is to equip staff and volunteers with the knowledge, skills and awareness required to keep students safe and otherwise provide information that is relevant with regard to the nature and responsibilities of the staff or volunteer's role.

This includes supervision, monitoring and assessment to ensure that teaching staff have the relevant skills, qualifications and experience to teach at the School.

At least annually, the School will ensure that appropriate guidance and training is provided to Board members and staff about:

- Individual and collective obligations and responsibilities for managing the risk of child abuse and reportable conduct.
- Child abuse and reportable conduct risks in the school environment.
- The School's current student safety framework.

Relevant information and details of modules completed by each member of staff is recorded and stored for record keeping purposes.

The Principal will be responsible for keeping the Board informed (via the Principal's report or otherwise, periodic updates) regarding any matters which relate to a staff member's continuing suitability for student-connected work, or which otherwise concern the appropriateness of the School's arrangements for ensuring that staff engaged in student-connected work perform appropriately in relation to student safety (and in particular student safety).

Privacy and Confidentiality

Privacy legislation impacts the entire recruitment process, as applicants may seek to access any information relating to their application. This may include any notes made on their resume, any notes made during their interview and any information recorded after speaking with their referees. All information obtained about an applicant as part of the recruitment process is confidential, and must not be distributed without authority of the School. Consent to a full employment background check should be obtained from the prospective staff member.

Consequences of a Breach of this Policy

The School emphasises the need to comply with the requirements of this policy. Any staff found to be in breach of the requirements of this policy may be subject to disciplinary action, up to and including termination of employment.

To properly implement this policy, all the School's staff must ensure that they will abide by this policy and assist the School in the implementation of this policy.

Communication and Implementation

Communication

This policy is made publicly available on the School's website.

This policy is available to staff as part of the School's and the Board's internal policies and procedures. Aspects of (and updates to) the School's student safety and wellbeing framework, including this policy, will be addressed in the School's training programs, bulletins and newsletters.

Implementation

To comply with these obligations:

- (a) The Board and Principal will review this code and the School's student safety and wellbeing practices at least every two years (or more frequently, including in response to legislative amendments, an incident, changes to the School's internal procedures or practices, or otherwise as requested by the Principal) and implement improvements where applicable.
- (b) Annual training and refresher sessions on this policy are provided to all staff.
- (c) The Principal is responsible for monitoring staff compliance with this policy. All staff must ensure that they abide by this policy and assist the School implementing this policy.

Approval

Created date	August 2026
Consultation	Staff, School board
Endorsed by	School Board
Endorsed on	August 2026
Next review date	August 2028

This policy was drafted in English, and translated into Japanese for reference purposes only. In the case of a difference in interpretation the English version will prevail.