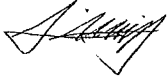
 <p>YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES</p>	Management Area: CHILDRENS SERVICES	Pages: [05] Version No: [02] Date: [01/12/2009]
	Sub section (if applicable):	Signed: 
Policy Title: STAFF SELECTION		Author: CHILDCARE TASKFORCE

1. Scope

- 1.1. Staff and management.

2. Policy Statement

The YMCA believes that staff are the most valuable asset to the quality of the centre and that high quality staff are imperative to the smooth running of the centre. We aim to employ the best possible staff for the position through fair advertising and selection processes.

3. Related Policies & Procedures/Guidance Notes

- 3.1. Conditions of Employment Policy
- 3.2. Anti Discrimination Policy

4. Responsibilities & Delegations

- 4.1. The Childcare Taskforce is responsible for the review of this policy.
- 4.2. The Childcare staff & management are responsible for the implementation of this policy.
- 4.3. The families and children are responsible for the support of this policy.

5. Considerations

- 5.1. National Standards
- 5.2. Q&A Principles
- 5.3. Equal Opportunities Act
- 5.4. Anti Discrimination Laws
- 5.5. Prohibited Employment Legislation (Working with children check)

6. Records Maintenance


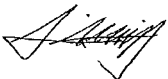
- 6.1. This policy is to be reviewed annually.

PROCEDURES

Qualifications

Coordinator

As outlined in requirements of National Standards, i.e. Diploma of Community Services (Children's Services)

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Desirable, minimum 2 years experience in a relevant field and demonstrated ability to work with children and staff.

Holds a current first aid certificate or agrees to obtain within 3 months.

A person of good character, who can be entrusted with providing adequate care for the welfare of the children.

Has an interest and desire to work with children.

Has an ability to communicate with adults, children and management.

An ability to supervise and support staff.

The Coordinator will be a minimum of 21 years of age.

Assistants

Relevant training as above and/or relevant experience to successfully fulfill the position.

Holds a current first aid certificate or agrees to obtain within 3 months.

A person of good character, who can be entrusted with providing adequate care for the welfare of the children.

Has an interest and desire to work with children.

Has an ability to communicate with adults and children.

The assistant shall be a minimum of 18 years.

Equal Employment Opportunities

All staff positions will be advertised according to Equal Opportunity Legislation.

No one will be discriminated against on the basis of his or her cultural background, religion, sex, disability, marital status or income.

All applicants and referees will be asked the same questions.


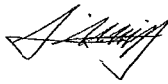
All applicants will be selected according to equal opportunity guidelines.

Selection will be based only on suitability for the position based on the selection criteria. The criteria will cover issues such as qualifications and experience, appropriate knowledge to meet the children's needs, good communication skills, demonstration in being a fit and proper person for the job, including Working with Children Check and appropriate answers to the interview questions.

Recruitment

When a position becomes available the Area Manager will:

- Notify Human Resources Manager.

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- Determine the method and placement of advertising and place the advertisement including notification of the Working With Children Check (WWCC).
- Ask applicants to consent to screening.
- Short-list the applicants.
- Arrange interview questions, date and time.
- Contact the applicants for interview.
- Conduct the interviews by using a selection panel.
- Arrange for the Working with Children Check on the preferred applicant.
- Ensure that approval for selected staff person has been approved under WWCC.
- Ideally an interaction assessment should be conducted.
- Make a decision on a suitable applicant.
- In consultation with the Human Resources Manager decide on appropriate job classification.
- Offer the position to the successful applicant and contact the unsuccessful applicants after the position has been accepted.
- Set date for the commencement of employment and orientation of the new person.
- Prepare letter of employment and forward to successful applicant together with job description and staff code of conduct documentation.

Advertisements


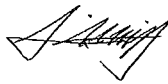
Advertisements shall be placed in local newspapers, on the YMCA of Sydney website and/or internally by way of notice boards. The Sydney Morning Herald may also be considered.

Advertisements are to include:

- Job title.
- Specific employment information, including hours of work and Award rate.
- Working With Children Check is required.

Applications to be in writing and should include:

- contact telephone numbers
- resume
- Minimum of (2) referees at least one a work reference, and full Contact details.
- A signed consent to screening.

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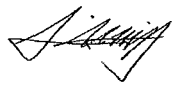
- Closing date and postal address for applications.
- Contact name and number where the applicant can obtain more information.

Interview

- Two or more people should form a selection panel.
- Suitable interview questions will be drawn up, which relate to all aspects of the position and ensure equal opportunity guidelines are followed.
- No longer than 5 days after the closing date a short list will be developed and a decision made on the interview date and times.
- An appropriate time frame (approximately 30 minutes) will be allocated to each interview.
- A nominated staff member will contact the applicants to determine the time and date of interview.
- Each applicant will be given a copy of the job description and relevant child protection forms before the interview.
- Each applicant will be asked the same questions with their answers recorded.
- The rating scale format in the personnel files document is to be used to evaluate each applicant's answers.
- Each applicant will be assessed as to their suitability for the position based on their answers, qualifications and experience, comments from referees, and the selection criteria.
- Should there be difficulty in deciding between two applicants, a second interview for these applicants will be conducted, with new questions.
- The selection panel will then make a decision on the applicant for the job according to the selection criteria. The preferred applicant's referees will be contacted to confirm applicant's suitability and checked with the approved screening agency before offering the applicant the position in a "child related" field.
- Should the applicant decline the position the selection panel will either make a second choice from the other applicants or if none are seen as suitable re-advertise the position.

Notification

- Applicants will be given an approximate time that they will be contacted regarding their success for the position.
- The Group Manager will notify the successful applicant and negotiate a starting date. Preferably offers of employment will not be made until the screening check has been

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completed. If this is not reasonably practical, the employment is to be offered subject to the check being completed. Applicants are to be notified of this condition.

- The following will be sent to the successful applicant:
 - A letter of confirmation, requesting acceptance in writing
 - Job description
 - Code of conduct
 - A Childsafe code of conduct

After the offer of appointment has been made and accepted, the other applicants will be notified that the position has been filled.

7. Version History

Version	Description of changes	Author	Effective Date
2	Review and update. New format	M. Rupnik	December 2009

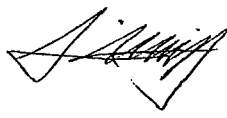
I endorse the Staff Selection Policy.

Name: *Maryann Rupnik*
 Childrens Services Program Manager

Signature: 

Date: 7 December 2009

Name: *Liam Whitley*
 Group Manager

Signature: 

Date: 7 December 2009