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**Ratified by B.O.T.**    **Date: 4 May 2020**

**Review Date: May 2022**

**Signed by Chairman:**

**POLICY TITLE:                    Staff Recruitment and Appointment**

**POLICY NUMBER:                34**

**NAG'S REF:                    3**

**PURPOSE:**

- To appoint high quality staff to meet the school's needs and uphold the special Christian character of the school.
- To ensure appointment processes are fair and confidential.
- To ensure appointments provisions of the relevant employment agreements are complied with.

**APPOINTMENTS:**

**Authority to make appointments**

- All permanent appointments to positions of responsibility and the position of office manager will be made by the Board in consultation with the principal.
- The principal is delegated authority to make appointments to all other teaching and support staff positions, and to relieving positions.
- All appointments made by the principal, other than short term relieving appointments, shall be reported to the Board at the board meeting following the appointment.

**GUIDELINES / OBJECTIVES:**

**Advertising vacancies**

- Advertisements for permanent teaching positions will be advertised nationally in the Education Gazette and with the New Zealand Association for Christian Schools.
- Advertisements for fixed term and relieving positions will be advertised as the principal sees fit.
- The principal may make appointments to short term relieving positions without advertisement.

## **Preparation for advertising the vacancy**

1. The job description for the position will be reviewed with appropriate consultation.
2. A person specification will be drawn up with appropriate consultation. The person specification will consider the special Christian character of the school, medium term goals of the strategic plan, and succession planning.
3. A timeline for the appointment process will be drawn up.
4. Wording for the advertisement will be agreed to, and the advertisement placed.
5. Additional advertising will be arranged if it's considered appropriate.
6. An information package will be prepared, to include:
  - Information describing the school, the school community and the locality, and giving the timeline for the appointment process.
  - A job description.
  - An application form (if required).
  - If appropriate, forms for completion by referees.
  - If appropriate, information about expenses for attending interviews, and relocation expenses.

## **Information for applicants**

1. The office manager will send information packs within one working day of receipt of a request. A record will be kept of requests for information packs.
2. All applicants will be required to complete an application form. The application form will make provision for:
  - A declaration relating to criminal convictions, charges pending, or charges in process.
  - Authority to obtain information relating to the application from previous employers, referees, and others mentioned in the application material presented by the applicant.
  - Equal Employment Opportunities data.
  - Confirmation that the information provided is true and correct.

## **Processing applications and short listing**

Applications may be sent in writing to the school office or emailed directly to the principal.

1. The office manager and/or the principal will receive applications, date them on receipt, acknowledge their receipt in writing to the applicant, and keep a log of applications received.
2. All applications and other records relating to the appointment process will be kept secure, and the highest levels of confidentiality will be maintained.
3. The principal will arrange for referees to be contacted for written or verbal information. In general referees should all be asked the same or similar questions.

4. A shortlist of applicants based on the extent to which applicants meet the requirements of the person specification will be made. There should be some objective procedure such as scoring against a set of agreed criteria. The scoring should guide but not control decision-making.

### **Interviewing and selecting**

1. The principal will arrange to interview the most suitable candidates.
2. The principal must ensure that every effort is made to accommodate the special needs of applicants such as access and provision for support persons.
3. A set of questions for candidates will be prepared. These can be supplemented by additional questions during the interview.
4. The interviewing committee should adopt some systematic and objective process to rate applicants and a guide to selection of the most suitable applicant.
5. Applicants should be told when they can expect to hear of the Board's decision.
6. If necessary the committee can seek additional information from applicants and/or referees after the interviews, and prior to making its recommendations. The most suitable applicant for the position will be selected after the skills, qualifications, abilities, and aptitudes of each applicant have been measured against the job description and specifications.
7. The committee should identify the most suitable candidate, and rank at least the next three candidates in order of preference.

### **Reporting to the Board**

The principal should prepare a report for the Board which:

1. Briefly summarises the procedures followed;
2. Reports on the numbers of applicants, the number short listed, and the EEO data. In the case of employees whose contracts provide for a range of rates for the position being filled, the principal should identify the starting salary in keeping with the provisions of the relevant employment contract.
3. The principal's report should be given to the Board chair.
4. The Board will consider the report and satisfy itself that procedures have been followed and that the process has been fair.
5. The Board will confirm the principal's decision except in special circumstances

## **Offer of Appointment**

Once the decision is made the successful applicant will be offered the position. The offer should be formal and include:

1. The salary or salary range for the position, including the starting salary and any other information required by the Employment Agreement relating to the position.
2. The date at which the appointment is to be taken up.
3. Any assistance the Board will give towards relocation expenses.

## **Confidentiality**

1. All information relating to individual applicants, including the fact that they have applied for appointment, will be treated in strict confidence. To this end:
  - The office manager and the principal will ensure that all information relating to applications for appointment is protected from access by unauthorised persons
  - Documents used during the appointment process will be kept secure, and destroyed or securely filed when the process is complete.

## **POLICE VETTING**

### **Related documents:**

The [Education Standards Act 2001, Sections 78c to 78CB](#), (Requires Internet connection), [Vulnerable Childrens Act 2014](#).

### **Support Staff**

1. Information on support staff positions that is sent to candidates will include information about the requirements of Police Vetting. Candidates will have to acknowledge that they received and understood this requirement.
2. When the decision has been made to employ a person they will be asked to complete a request for Police Vetting.
3. The school will complete all details and process the vetting with the NZ Police.
4. ONLY the “requestor” – the Principal – and Office Manager will open the returned information.
5. If the vetting is “clear” the Principal will complete the appointments procedure.
6. If the vetting indicates something amiss, the Principal will give a copy of the police vet to the applicant who will be asked to validate the information. That is, provide proof that the information is wrong. The person will be given a reasonable period of time to do this. Two weeks is considered a reasonable time. The applicant should be in regular contact with the Principal to indicate progress being made.

7. If the applicant cannot disprove the police vet the Principal will inform the candidate that their nomination has been put aside in favour of the next applicant.

## **Contractors**

1. Contractors will be informed that they and any employee who will be working at the school during school hours will be required to be police vetted and that the cost shall be borne by the contractor.
2. The contractor and employees shall complete the details on the form. Contractors who refuse to complete this shall either not be used on school business during school hours or not used at all at the Principal's discretion. Employees who refuse will not be used at the school and the contractor will ensure this is followed.
3. The school shall process the vet with the NZ Police.
4. ONLY the requestor – the Principal – and Office Manager will open the returned information.
5. If the vetting is “clear” the Principal will advise the contractor accordingly and that person will inform his/her employees.
6. If the vetting is adverse the Principal will give a copy of the police vet to the person who has “failed” the vet (not necessarily to the contractor as the employer) and asked to validate the information. The person will be given a reasonable period of time to do this, say, two weeks. The person should be in regular contact with the Principal to indicate progress being made.
7. If that person cannot disprove the police vet the Principal will then inform that person, and his employer, that he cannot work at the school. No details need be given to the employer.

## **Volunteers**

1. Volunteers will be vetted at school expense. They will be vetted if they are in a situation that requires them to be left alone with children for more than thirty minutes – a period of “vulnerability” or a “window of opportunity”.
2. Parents who are staying overnight on school trips or camps will also be police vetted at school expense. The implication of this is that police vets must be initiated in adequate time before the trip or camp. The cost of police vets will be included in the trip/camp budget rather than the school's operations grant.
3. Very clear, simple information sheets will be sent to all parents so they understand the need and process of police vetting. This sheet will detail what would be deemed unacceptable offences for those parents who erred in youth with minor offences so as not to cause unnecessary alarm.
4. The parent and school will complete the form and send it to the NZ Police with the school cheque.
5. ONLY the requestor – the Principal – and Office Manager will open the returned information.
6. If the vetting is “clear” the Principal will inform the teacher organising the trip/camp and the parent.
7. If the vetting indicates something is amiss the Principal will inform the parent and discuss that person's options: either to provide proof that the information is wrong or to withdraw from the trip or camp. At this stage the teacher in

charge of the trip or camp will not be informed (see below). If the parent opts to prove the information is wrong the parent may have a reasonable period of time to do this, say two weeks. It is important to know how much time there is between getting the report of the police vet and the actual date of the trip or camp.

8. If the parent proves that the information is wrong and the original vetting report is amended the parent will be informed that they can continue with the trip/camp. The teacher in charge of the camp will then be informed of the outcome. If the parent cannot disprove the original vetting report then teacher in charge of the trip or camp will then be informed.

### **Police Vetting Register**

The school will maintain a record of all Police vet requests.

### **STAFF INDUCTION**

#### **Aim**

The induction programme aims to ensure newly-appointed staffs are familiar with the aims, objectives and procedures of Lake Taupo Christian School.

#### **Programme**

The programme will be provided by the principal for senior staffing positions, and syndicate leaders for other staff.

Release time may be provided as necessary to support the induction training programme

**This procedure is approved by the Lake Taupo Christian School Board of Trustees**

#### **LINKS:**