



Recruitment essentials 1

Before you start

School governing councils on Department for Education and Child Development (DECD) have the same employment obligations as any other employer in relation to OSHC staff. The council must have processes for recruiting, managing and supporting staff and forecasting extra payments to staff, including during school holiday periods

Identify who needs to be involved in decision making

It is vital to have a clear understanding of the delegation of decision making regarding staff employment and

Adhere to relevant legislation

The Children's Services Award 2010 can be downloaded from:

www.fairwork.gov.au/documents/modern_awards/MA000120/default.htm

The National Employment Standards (NES) can be downloaded from:

www.fairwork.gov.au/employment-entitlements/national-employment-standards

Adhere to organisational policies

When the OSHC size is reported by a DECD school governing council, the size must comply with

the A-Z of Policies, procedures and guidelines available from:

www.decd.sa.gov.au/policy/pages/SOSPP/47427/

Each size will have specific policies, procedures and guidelines that apply to their size or role.

Policy guidelines provide guidance and assistance to line managers and directors involved in

recruitment, selection and promotion of employees.

Be familiar with good practice principals

Good practice principles are benchmarks or standards that are put in place to create and promote

workplace culture that supports professional learning, emotional wellbeing, work/life balance,

effective communication, and inclusion into the workforce for young people.

The Fair Work Ombudsman has published a series of best practice guides for employers available

from: www.fairwork.gov.au/About-us/policies-and-guides/best-practice-guides

Understand the requirement to employ 'fit and proper' staff

Reasonable steps need to be taken to ensure that OSHC sizes engage the most suitable and

appropriate people to work with children. A range of screening methods such as face-to-face

interviews, reference checks and criminal history checks can minimise the likelihood of engaging or

employing people who are not suitable to work with children.

All OSHC staff working on a DECD site MUST have a current Department for Communities and Social

Inclusion (DSCI) criminal clearance at all times throughout their employment to prescribed dates on a

DECD site. Information regarding criminal history screening is available at

www.decd.sa.gov.au/haff/pages/default/criminalhistory