Guide Recruitment Policy

Global Village Learning Ltd

Proprietor	Global Village Learning Ltd (ABN 52 090 773 470)
School	Global Village Learning, New Gisborne Campus
Policy owner	Board of Directors
Responsible officer	Executive Director, with Director of Village Operations for day-to-day implementation
Date adopted	April 2026 (originally adopted August 2024; reformatted October 2026)
Review cycle	Every two years
Next review	2028
Regulatory context	ETR Act 2006 (Vic); Schedule 4 clauses 4 and 5, ETR Regulations 2017 (Vic); Ministerial Order No. 1359 (Child Safe Standards – Standards 6, 9, 10); Worker Screening Act 2020 (Vic); Worker Screening Act 2020 (Vic); Education and Training Reform (Victorian Institute of Teaching) Regulations 2017; Privacy Act 1988 (Cth); Equal Opportunity Act 2010 (Vic); Disability Discrimination Act 1992 (Cth); Fair Work Act 2009 (Cth); VRQA Guidelines to the Minimum Standards – Standards 7 and 8.

1. Purpose

Global Village Learning (GVL) only engages people who are suitable to work with young people. This Policy sets out the child-safe human resources practices GVL uses to recruit, screen, engage, and monitor Guides, contractors and volunteers.

This Policy operationalises Child Safe Standard 6 (suitable people engaged to work with children) and Standard 9 (physical and online environments promote safety). It sits alongside the Guide Employment Policy, Guide Code of Conduct, Child Safety Code of Conduct, and Child Safety and Wellbeing Policy.

2. Scope

This Policy applies to the recruitment and ongoing engagement of:

- **Guides (VIT):** all teaching Guides must hold Victorian Institute of Teaching (VIT) registration. As part of VIT registration, Guides complete a Nationally Coordinated Criminal History Check (NCCHC). VIT-registered Guides are exempt from a separate Working with Children Check (WWCC) under section 30 of the Worker Screening Act 2020 (Vic).
- **Expert Guides, leadership team members, Board members, contractors with direct contact with young people, and volunteers:** must hold a current WWCC issued under the Worker Screening Act 2020 (Vic), unless exempt.

For the purposes of this Policy:

- **Guide** means individuals working in the GVL environment who are engaged directly or employed by GVL, or engaged as a contracted service provider.
- **Volunteers** means individuals who perform work for GVL without remuneration or reward.
- **Child-connected work** means work that involves direct contact with young people that is regular and not merely incidental to the work.

3. Policy statements

3.1 Our commitment to child-safe recruitment

GVL is committed to recruitment practices that create a safe environment for young people. All Guides and volunteers are briefed on our child safety policies, are expected to comply with GVL's child safety culture and minimisation of the risk of child abuse, and are provided with training, development, ongoing supervision and management to ensure conduct is consistent with our child safety policies and procedures.

3.2 Job descriptions and child safety

Every job description for Guides and volunteers involved in child-connected work contains a clear statement that sets out:

- The requirements, duties and responsibilities regarding child safety and wellbeing for the role.
- The occupant's essential or relevant qualifications, experience and attributes in relation to child safety and wellbeing.

All applicants for child-connected work at GVL are informed of these requirements and of GVL's child safety practices, including the Child Safety Code of Conduct, prior to commencing work (including as a volunteer).

3.3 Screening for new Guides and Expert Guides

It is GVL policy that all applicants for roles undergo prior screening. The Director of Village Operations sights, verifies and records the following information about each person GVL proposes to engage to perform child-connected work:

- VIT registration, where applicable.
- WWCC, for Expert Guides and others required to hold it.
- Personal identity verification and background checking, including a National Police Check completed through GVL's CrimeCheck system.
- Verification of professional and other essential or relevant qualifications.
- An examination of the person's history of child-connected work.
- Reference checking that addresses suitability for the role and suitability to work with young people. At least two references are verbally checked before an offer is made.

Structured interviews are conducted with at least two interviewers, at least one of whom has completed child-safe recruitment training. Interview questions explicitly address child safety values and scenarios.

3.4 Screening for volunteers

All volunteers, including parent and carer volunteers, undergo the following screening prior to their engagement:

- Personal identity verification and background checking.
- Verification of any professional or essential qualifications relevant to the volunteering role.
- Reference checking that addresses the person's suitability for the role and suitability to work with young people.
- WWCC where required (see section 3.7).

Prior to engaging a volunteer to perform child-connected work, the Director of Village Operations sights, verifies and records documentation for each of the above.

3.5 Induction

Once employed or engaged, Guides and volunteers complete an induction procedure appropriate to the nature of their role, which reiterates duties and responsibilities regarding child safety and wellbeing. Where relevant to their role, induction covers:

- The Guide Code of Conduct and Child Safety Code of Conduct.
- The Child Safety and Wellbeing Policy.
- The Responding and Reporting Procedures (Child Safety).
- Mandatory reporting obligations.
- The complaints handling framework (Complaints and Grievance Policy; Guide Grievance and Complaints Procedure; Child-safe complaints pathway).
- Privacy, information sharing, reporting obligations, and record-keeping obligations.
- The Mental Health and Wellbeing Framework (TORA) and the Communication Toolkit.

All Guides and volunteers acknowledge the Child Safety Code of Conduct and relevant child safety policies at appointment through their employment contract and re-affirm annually through Employment Hero.

3.6 Monitoring and ongoing suitability

All new Guides and volunteers are supervised regularly to ensure their behaviour toward young people is appropriate and to monitor compliance with GVL's child safety and wellbeing framework. Ongoing supervision and people management focuses on child safety and wellbeing.

Annual performance and development reviews are undertaken for all Guides and include consideration of:

- Understanding of and performance against the Guide Code of Conduct and Child Safety Code of Conduct.
- Application of GVL's child safety and wellbeing practices.
- Participation in mandatory training refreshers (First Aid, CPR, Anaphylaxis, Asthma, Mandatory Reporting, Child Safety, TORA).

3.7 Working with Children Checks

Source of obligation

The Worker Screening Act 2020 (Vic) aims to protect children from harm by ensuring people who work with, or care for, them have their suitability checked by a government body. The Act aims to prevent those who pose a risk to children from working or volunteering with them.

Who needs a WWCC

Subject to the exemptions set out below, any worker who engages in child-related work that involves direct contact with a young person needs a WWCC. Direct contact is defined in section 3 of the Act as any contact that involves:

- Physical contact.
- Face-to-face contact.
- Contact by post or other written communication.
- Contact by telephone or other oral communication.
- Contact by email or other electronic communication.

A WWCC applies to any person engaged by GVL as an employee, a Board member, a self-employed person, a volunteer, a third-party contractor (who has or is likely to have direct contact with young people), a supervisor of young people, a person completing practical training, a person performing unpaid community work under a court order, a minister of religion or a person performing religious duties, an officer of a body corporate, a member of a committee of management of an unincorporated body, or a member of a partnership.

VIT exemption

A person who holds current VIT registration is exempt from the separate WWCC requirement under section 30 of the Worker Screening Act 2020 (Vic), because VIT registration itself includes a Nationally Coordinated Criminal History Check and ongoing probity monitoring. GVL's WWCC Register records VIT-exempt Guides and volunteers with the notation "VIT exempt" and the VIT registration number.

What is child-related work

Child-related work is defined in section 9 of the Worker Screening Act 2020 (Vic) as voluntary or paid work, in any of the occupational categories listed in the Act, that usually involves direct contact with a young person. Work is not child-related work by reason only of occasional direct contact that is incidental to the work. Examples relevant to GVL include:

- Mentoring and counselling services for young people.
- Direct provision of child health services.
- Educational and care services.
- Coaching and tuition services.
- Boarding houses, residential services, and overnight camps for young people.
- Transport services specifically for young people.
- Commercial photography, talent or entertainment services for young people (unless merely incidental).

3.8 Anti-discrimination and privacy

GVL's recruitment practices comply with state and federal anti-discrimination legislation and the requirements of the Privacy Act 1988 (Cth) when obtaining, using, disclosing and storing information from applicants and referees. GVL is an equal opportunity employer and does not discriminate on the basis of any attribute protected under the Equal Opportunity Act 2010 (Vic). Reasonable adjustments are made during recruitment to support applicants with disability.

3.9 Registers

The Director of Village Operations maintains:

- The VIT Teacher Register, as set out in the Guide Employment Policy.
- The WWCC Register, with VIT exemption logic applied, as set out in the Guide Employment Policy.
- The Guide Training and Compliance Register, recording induction, mandatory training, and annual re-consent to the Child Safety Code of Conduct.
- The Volunteer Training Record.

4. Roles and responsibilities

Role	Responsibilities
Board of Directors	Owns this Policy, reviews it every two years, and receives annual recruitment and screening compliance reporting.
Executive Director	Oversees implementation, authorises appointments, and signs the annual recruitment and screening compliance review.
Director of Village Operations	Together with Hub Leads, is the first point of contact for volunteers. Runs the recruitment and screening process, sights and records all evidence, maintains the VIT and WWCC Registers and the Training Register, and administers induction.
Campus Lead and Hub Leads	Hub Leads, together with the Director of Village Operations, are the first point of contact for volunteers. The Campus Lead and Hub Leads participate in interview panels, lead role-specific induction, and provide ongoing supervision that includes child safety focus.
Wellbeing Coordinator	Supports induction on the Child Safety Code of Conduct, TORA, and mandatory reporting, and is a first point of contact during probation for wellbeing or child safety concerns.
All Guides and volunteers	Maintain their own VIT registration or WWCC, notify the Director of Village Operations immediately of any change, complete induction, annually re-consent to the Child Safety Code of Conduct, and comply with ongoing supervision.

5. Communication of this Policy

This Policy is:

- Available publicly on the GVL website.
- Included in the information provided to every applicant for a position at GVL.
- Included in Guide, education support and volunteer induction.
- Discussed at Guide briefings as required.
- Hard copy available from the Director of Village Operations on request.

6. Review

The GVL Board reviews this Policy every two years, and immediately following any significant recruitment or screening incident, change in legislation, or change in VIT or Worker Screening Authority requirements.

7. Related documents

- Guide Employment Policy
- Guide Code of Conduct
- Child Safety Code of Conduct
- Child Safety and Wellbeing Policy
- Responding and Reporting Procedures (Child Safety)
- Complaints and Grievance Policy
- Guide Grievance and Complaints Procedure
- Volunteer Policy
- Privacy Policy
- Mental Health and Wellbeing Framework (TORA)
- VIT Teacher Register
- WWCC Register
- Guide Training and Compliance Register
- Volunteer Training Record

Endorsement

Originally endorsed by the Global Village Learning Board on 3 September 2024. Reformatted and re-endorsed in October 2026.

Next scheduled review: 2028.