

Staff and Management	
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Compliance lead	General Manager

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OSCAR Standard – The service has a sufficient body of trained and competent staff to deliver and support service. Services are managed competently (including competent financial management).

1. Staff and Management

The programme has a sufficient number of qualified and competent staff both to deliver and support the service.

The programme will provide quality care for participants through the appropriate training, supervision and assistance. Newly appointed staff must be considered carefully with the chance of a probationary period.

A minimum of two referee checks will be conducted for all new employees. The referees must be of good standing in the community and have known the person for at least one year. Staff will undertake a formal induction and orientation and will be trained in the four core modules.

2. Recruitment

LifeKidz Trust will ensure quality care is provided through fair and consistent

recruitment procedures, and the supervision and training of all staff including volunteers. All relevant legislation will be adhered to.

A job description is provided upon employment so that they are aware of their role and responsibilities. Newly appointment employees must attend an interview, referee checks and may include a probationary period to see how they relate with participants.

The General Manager will employ staff. Each staff member has a file where their information is stored confidentially. Access will be restricted to appropriate members of staff.

Police vetting will need to take place prior to any offer of employment.

3. Police Vetting

Police vetting is required for all staff. The General Manager will be responsible for police checks; they must occur every three years. Offer of employment will be dependent on a NO RESULT Police Vetting check. Candidates cannot commence work without the vetting response. Police Vetting for Board of Trustees members and volunteers must occur every three years. The result of the police check will be kept on the staff member's file.

4. Risk Assessment Factors for Police Vetting

If a police vet is returned with a conviction, this will be discussed on a case-by-case basis. Outcome will be dependent on the type of conviction. If conviction is of a serious matter e.g.: abuse of child or another person offer of employment will be immediately revoked. No person with a conviction for sexual crimes, fraud, drug offences or crimes of violence may be employed at LifeKidz Trust.

If a police vet is returned with a conviction that is for a driving offence the person may still work in LifeKidz Trust programmes but will **not** be able to drive any LifeKidz Trust vehicle and not allowed to drive any participant that attends LifeKidz Trust programmes in any vehicle.