



## Policy: Kid Disco Parties Recruitment, Selection & Screening

At Kids Disco Parties we are committed to a robust recruitment processes ensuring the best applicants and most appropriate candidates are onboarded as team members. From advertising through to conducting interviews and checking the background of all applicants, Kids Disco Parties recruitment practices ensures each step is done consistently and thoroughly.

### To be considered DJ/Entertainer applicants must:

- Be eligible to work in Australia
- Hold a current Working with Children Check
- Current Victorian Police Check
- Australian driver's licence
- Australian teacher's registration
- Experience working with children

### To be considered for administration/management roles at Kids Disco Parties

- Be eligible to work in Australia
- Hold a current Working with Children Check
- Current Victorian Police Check
- Australian driver's licence

### Successful candidates must:

- Have experience working with children
- Provide a current Working with Children Check or current VIT Registration
- Provide a minimum of 3 previous employers and 1 character reference
- Provide an up-to-date Victoria Police Check

### Successful candidates will also:

- Demonstrate an understanding of appropriate behaviours when engaging with children.
- Demonstrate a commitment to cultural safety for children from culturally and/or linguistically diverse backgrounds
- Agree to abide by the Kids Disco Parties Child Safe Policy and Code of Conduct

## Training and Induction

In addition to any new team member onboarding & training, Kids Disco Parties is committed to ensuring new and existing staff are supported and informed when they begin their role.

All Kids Disco Parties staff are committed to promoting the safety and wellbeing of children, for example by signing the Kids Disco Parties Code of Conduct.

As part of the induction process at Kids Disco Parties, all team members working with children receive training

- to be able to identifying, assessing and reducing or removing child abuse risks
- to understand policies and procedures (including the code of conduct and child safe policy)
- to know legislative requirements, such as obligations to report child abuse , reduce and remove known risks of child abuse , and to hold Working with Children Checks where required
- to know how to handle a disclosure or suspicion of abuse, including your organisation's reporting guidelines
- to build cultural awareness and sensitivities