

Staff Recruitment and Suitability Policy

The Little Sanctuary Support Services PTY LTD

The Little Sanctuary Support Services Pty Ltd (“the Organisation”) is committed to providing a safe, respectful, and inclusive environment for all participants, families, carers, staff, and volunteers.

The purpose of this policy is to ensure that The Little Sanctuary Support Services recruits, screens, and retains staff who are skilled, safe, and suitable to deliver high-quality supports in line with the **NDIS Practice Standards, NDIS Code of Conduct, Queensland legislation**, and relevant national legislation.

This policy outlines a fair, transparent, and thorough recruitment process, ensuring all staff demonstrate suitability to work with people with disability, children, and vulnerable persons.

This policy is directly linked to our Code of Conduct and reflects our values of respect, integrity, empowerment, and empathy.

1. Scope and applicability

This policy applies to:

- All permanent, part-time, and casual employees.
- Contractors and agency staff engaged by The Little Sanctuary Support Services.
- Volunteers and student placements.

2. Principles

Safety and Suitability: Only individuals who are safe, qualified, and suitable will be employed.

Compliance: Recruitment will comply with **NDIS Worker Screening requirements**, the **Disability Services Act 2006 (QLD)**, the **Working with Children (Risk Management and Screening) Act 2000 (QLD)**, and all other applicable laws.

Equity and Fairness: Recruitment processes will be transparent, merit-based, and non-discriminatory.

Cultural Awareness: Recruitment will encourage diversity and cultural inclusivity, including Aboriginal and Torres Strait Islander peoples and people from culturally and linguistically diverse (CALD) backgrounds.

3. Recruitment Process

Application

- Positions will be advertised publicly with clear role descriptions, required qualifications, and selection criteria.
- Applicants must submit:
 - Current resume.
 - Cover letter addressing selection criteria.

- Copies of qualifications and relevant professional registrations (if applicable).

Screening

Before progressing to interview, applicants must provide:

- **NDIS Worker Screening Check clearance** (or proof of application).
- **Working with Children Check (Blue Card – QLD)**, if working with children.
- Evidence of **right to work in Australia**.
- Verification of qualifications, professional memberships, or licences.
- Minimum of **two professional references**, including one from the most recent employer.

Applicants who do not meet these screening requirements will not be considered.

Interview

- Shortlisted applicants will attend a formal interview with:
 - **The Director**, and
 - **Lead Psychologist** (or nominated senior practitioner).
- The interview will assess:
 - Knowledge of disability support, trauma-informed practice, and safeguarding.
 - Alignment with the organisation's **values, Code of Conduct, and NDIS Practice Standards**.
 - Practical scenarios to assess ethical decision-making and risk management.

Appointment

- Successful candidates will receive a **Letter of Offer** and **Employment Agreement**, which includes:
 - Position title, duties, and reporting structure.
 - Probationary period of 3 months.
 - Conditions of employment (hours, pay, leave).
 - Code of Conduct and compliance expectations.

4. Probation and Suitability Assessment

All new employees will undergo a **3-month probationary period**.

During this time, employees will:

- Complete the **NDIS Worker Orientation Module** and any mandatory training (e.g., child safety, WHS, infection control).
- Receive induction covering policies, procedures, and participant rights.
- Be supervised and assessed regularly by their line manager.

At the end of probation:

- A formal review will be conducted by the **Director** and **Lead Psychologist**.
- Outcomes may include confirmation of employment, extension of probation, or termination if unsuitability is identified.

5. Ongoing Suitability

Staff must maintain valid **NDIS Worker Screening clearance** and **Blue Card** (if applicable).

Staff must immediately report any changes in criminal history, disciplinary action, or professional registration status.

Annual **performance reviews** will assess ongoing suitability, competency, and adherence to NDIS standards and organisational values.

6. Responsibilities

Director: Oversees recruitment processes, ensures compliance, and conducts final suitability assessments.

Lead Psychologist: Provides professional input into suitability for roles requiring therapeutic or trauma-informed skills.

HR/Administration Staff: Maintains recruitment records, verifies clearances, and monitors probation timelines.

Employees: Provide accurate information during recruitment and uphold all employment requirements.

7. Related Documents

NDIS Practice Standards and Quality Indicators

NDIS Code of Conduct

Worker Screening Act 2020 (QLD)

Working with Children (Risk Management and Screening) Act 2000 (QLD)

Disability Services Act 2006 (QLD)

Human Rights Act 2019 (QLD)

The Little Sanctuary Support Services:

- Code of Conduct
- Conflict of Interest Policy
- Incident Reporting Policy

- Staff Induction and Training Procedures

6. Policy Status and Review

This policy will be reviewed **annually**, or earlier if required by changes in legislation, NDIS requirements, or organisational needs.

Approved by:
Elizabeth Spash – Director
Date: 8th September 2025
Next Review Date: 8th September 2026