

# Catholic Ladies' College



## Recruitment, Selection and Induction Policy

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Review 2		
Review 3		
Review 4		

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Under the Stewardship of  
Mary Aikenhead Ministries



MARY  
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MINISTRIES

LOVE HOPE COMPASSION JUSTICE



# Catholic Ladies' College Ltd

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## Recruitment, Selection and Induction Policy

Catholic Ladies' College is a Mary Aikenhead Ministry in the tradition of the Sisters of Charity. We seek to develop in each member of our community a contemporary understanding and application of the charism of Mary Aikenhead, the spirituality of the Sisters of Charity, the mission and vision of Mary Aikenhead Ministries and their values of justice, love, compassion and hope.

In responding to this call Catholic Ladies' College is a Christ-centred community established to educate, in partnership with parents, women of faith, integrity, individuality and compassion, confident of their own worth as women and wholly involved in the transformation of society.

Catholic Ladies' College only engages people who are suitable to work with students at the College, and has developed and implemented child-safe human resources practices accordingly.

All teachers employed are required to have Victorian Institute of Teaching (VIT) registration and, as part of that registration, they are required to apply for a Nationally Coordinated Criminal History Check (NCCHC). In view of the broader NCCHC, teachers are exempt from a Working With Children Check (WWCC). All other non-teaching staff and volunteers are required to apply for a WWCC.

All staff are instructed about the College's child safe policies, and are expected to comply with the College's understanding of a child protection culture and minimisation of the risk of child abuse.

Staff of the College are individuals who are working in the school environment and are:

- Engaged directly or employed by the College
- Volunteers or a contracted service provider (whether or not a body corporate or any other person is an intermediary)
- A minister of religion

The relevant policies, procedures and processes include:

- Child safe recruitment practices
- WWCCs
- Child protection training
- Our child safe culture.

The practices that the College will implement in recruiting and selecting staff will comply and be consistent with the following published Catholic Education Commission of Victoria Ltd (CECV) guidelines:

- [Guidelines on the Employment of Staff in Catholic Schools](#)
- [Guidelines on the Engagement of Volunteers in Catholic Schools](#)
- [Guidelines on the Engagement of Contractors in Catholic Schools](#)
- [NDIS/External Providers: Guidelines for Schools](#).

### Child-safe recruitment practices

At Catholic Ladies' College, we are committed to ensuring that our recruitment practices create a safe environment for our students. To this end, we have established policies and procedures for recruiting employees and volunteers, and for assessing their suitability to work with children. Our recruitment processes are designed to select appropriate staff and volunteers, and to assess their suitability to work at our College and with children.

Each job description for staff involved in child-connected work (being those persons with direct contact with children that is regular and not incidental to the work) has a clear statement that sets out the requirements, duties and responsibilities regarding child protection for those in that role, and the occupant's essential qualifications, experience and attributes in relation to child protection.



All applicants for child-connected work at the College are informed about these requirements and the school's child protection practices, including the Child Safety Code of Conduct, prior to commencing work at the school.

Once employed, staff are also taken through an induction procedure that further reiterates the person's duties and responsibilities regarding child safety and child protection. All staff and volunteers are required to read and sign a Child Safety Code of Conduct prior to commencing their work with children.

### New staff

It is our policy that all applicants for school positions undergo prior screening. The school will make reasonable efforts to gather, verify and record the following information about a person who it proposes to engage to perform child-connected work:

- registration with the VIT and associated NCCHC
- WWCC for non-teaching staff
- personal identity verification and background checking
- verification of professional and other qualifications relevant to the job
- an examination of their history of child-connected work
- reference checking that addresses the person's suitability for the job and working with children.

### Volunteers

All volunteers, including parent/carer volunteers, must undergo the following screening prior to their engagement by the College:

- personal identity verification and background checking
- verification of professional and other qualifications if relevant to their role
- an examination of their history of child-connected work
- reference checking that addresses the person's suitability for the job and working with children. For parent/carers volunteers, the school also requires a WWCC as best practice.

### Monitoring and assessing child-related work suitability

All new staff members and volunteers are supervised regularly to ensure that their behavior towards children is appropriate and to monitor their compliance with the College's Child Protection Program.

Performance and development reviews known as Annual Review Meetings are regularly undertaken for all staff and include consideration of, understanding of and performance against the school's Child Safety Code of Conduct and the requirements of the Child Protection Program. For example, ensuring that a staff member has not breached any of the school's reporting procedures or the Child Safety Code of Conduct.

### Child-safe recruitment and other legislation

Our recruitment practices are subject to 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.

### Working with Children Checks

<b>Source of obligation</b>	<p>The Victorian <i>Worker Screening Act 2020</i> (the Act) aims to protect children from harm by ensuring that people who work with, or care for, them have their suitability to do so checked by a government body.</p> <p>The Act aims to prevent those who pose a risk to children from working or volunteering with them.</p>
<b>Who needs a WWCC?</b>	<p>Subject to the exemptions referred to below, any worker who engages in child-related work that involves direct contact with a child (being a person under 18 years of age) needs a WWCC.</p> <p>Section 3 of the Act defines 'direct contact' as any contact between a person and a child that involves:</p> <ul style="list-style-type: none"> <li>• physical contact</li> <li>• face-to-face contact</li> <li>• contact by post or other written communication</li> <li>• contact by telephone or other oral communication</li> <li>• contact by email or other electronic communication.</li> </ul>



	<p>A WWCC will apply to any person who is engaged by Catholic Ladies' College 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 children), a supervisor of child employees, part of practical training through an educational or vocational course, unpaid community work under a court order, a minister of religion or performing duties of a religious vocation, an officer of a body corporate, a member of a committee of management of an unincorporated body or a member of a partnership.</p>
<b>What is child-related work?</b>	<p>Child-related work is defined in section 9 of the Act as voluntary or paid work, in any of the occupational categories listed in the Act that usually involves direct contact with a child.</p> <p>For the purposes of the Act, work will not be 'child-related work' by reason only of occasional direct work with children that is incidental to the work.</p> <p><b>Child-related work for ministers of religion</b></p> <p>The Act defines child-related work for ministers of religion more broadly than for other occupations. All ministers of religion are required to get a WWCC unless the contact they have with children is only occasional and always incidental to their work.</p> <p>This would include for example having children in their congregation, attendance at schools or school camps even when all their contact with children is supervised. An example of when a minister of religion would not require a WWCC is a minister conducting purely administrative roles within a church's bureaucracy.</p> <p>The following are considered to be child-related work:</p> <ul style="list-style-type: none"> <li>• mentoring and counselling services for children</li> <li>• direct provision of child health services</li> <li>• clubs, associations, movements, societies or other bodies (including bodies of a cultural, recreational or sporting nature)</li> <li>• educational and care services, childcare centres, nanny services and other child care</li> <li>• coaching and tuition services for children</li> <li>• any religious organisation where children form part of the congregation</li> <li>• boarding houses or other residential services for children and overnight camps for children</li> <li>• transport services specifically for children, including school bus services and taxi services for children with a disability and supervision of school road crossings</li> <li>• commercial photography services for children unless they are merely incidental to or in support of other business activities</li> <li>• commercial talent competitions for children unless they are merely incidental to or in support of other business activities</li> <li>• commercial entertainment or party services for children unless they are merely incidental to or in support of other business activities.</li> </ul>
<b>Key exemptions</b>	<p>People engaged in the following types of work are not required to have a WWCC:</p> <ul style="list-style-type: none"> <li>• teachers registered with the VIT</li> <li>• students, aged 18 or 19, undertaking volunteer work organised or held at school</li> <li>• Victoria Police or Australian Federal Police officers</li> <li>• workers, who usually live in another state or territory, visiting Victoria to engage in child-related work (only up to 30 days within the same calendar year)</li> <li>• all children under the age of 18.</li> </ul> <p><b>Note:</b> Some drivers accredited under the <i>Transport (Compliance and Miscellaneous) Act 1983</i> (Vic.) who were engaging in child-related work were previously exempt from the WWCC. These drivers must now pass the WWCC to continue this work.</p> <p>At Catholic Ladies' College all volunteer helpers, including parents and carers, are required to hold a WWCC.</p>
<b>How to apply for a WWCC</b>	<p>A worker who engages in child-related work is responsible for applying for their own WWCC. An employer can not apply on behalf of a worker.</p> <p>To apply, fill out an online application form at <a href="http://www.workingwithchildren.vic.gov.au">www.workingwithchildren.vic.gov.au</a>. Upon completion of the application, you will be provided with an online receipt.</p>
<b>Catholic Ladies' College' obligations</b>	<p>Catholic Ladies' College must:</p> <ul style="list-style-type: none"> <li>• not engage anyone in child-related work who does not have a WWCC</li> </ul>



	<ul style="list-style-type: none"> <li>not allow anyone who has an Exclusion notice to undertake child-related work, even if they are directly supervised or exempt</li> <li>ensure workers engaged in paid work have an Employee WWCC and not a Volunteer WWCC.</li> </ul>
<b>Penalties</b>	<p>It is an offence to work with children without a valid WWCC or application receipt while your WWCC is being processed. It is an offence for anyone to apply for or engage in child-related work if they have been issued an Exclusion notice. The maximum penalty is two years imprisonment, a fine or both.</p> <p>The school must take reasonable steps to ensure it does not engage or continue to engage a person in child-related work who does not hold a valid WWCC. The penalty for organisations is a significant fine.</p>
<b>Recordkeeping obligations</b>	The school keeps records of all WWCCs and updates these regularly.

### Our Goal

- Catholic Ladies' College strives to attract and retain high performing staff to achieve its strategic and educational goals and who are aligned to the values and ethos of its Catholic identity and mission.
- This Policy ensures the College meets all legislative obligations in the provision of well-managed operations, a performance culture and a workforce mix and profile appropriate to its business needs and sustainability.
- This Policy provides the College with the opportunity to appoint staff using a structured process underpinned by the principles of respect, merit and justice. In doing so, the College practices ethical and impartial staff selection procedures, free from conflict of interest and characterised by confidentiality and respect for privacy of applicant's personal information.

### Merit

- Appointment is based on merit assessed against the Role Description selection criteria. The selection committee will be satisfied that applicants are capable of performing the requirements of the position through an assessment process against the selection criteria.

### Selection Committee

The purpose of a selection process is to choose the applicant who will perform successfully in the advertised position and do so better than all other applicants. The selection panel can use a range of instruments or selection tools designed to predict successful performance on the job.

- All staff involved in the recruitment and selection process are expected to practice the principles of equal opportunity and anti-discrimination.
- An expert may be appointed to any recruitment and selection process.
- The selection panel should be able to demonstrate the rationale for the selection tools used to identify and assess the required competencies.
- Panel members should declare any conflict of interest prior to the commencement of the interview process.

### Confidentiality

- Aspects of the selection process should not be discussed outside of the selection committee. Breaches of confidentiality are regarded as serious matters.

### Application Outcomes

- All applicants will be kept informed about their application and will receive written communication regarding the outcome.

**Intended Audience** Current and potential staff  
**Related Documents** CECV Guidelines for Employment  
**Developed by** Human Resources Manager