



Sacred Heart  
College  
GEELONG

# RECRUITMENT AND INDUCTION POLICY

## Rationale

Employment practices at Sacred Heart College are developed and administered in accordance with relevant legislation and governing bodies, including but not limited to the Fair Work Act 2009, Ministerial Order 1359, Mercy Education Limited Code of Conduct and the Child Safe Standards.

The College's recruitment, selection and induction process is open and competitive, designed to encourage a diverse pool of candidates, and ensures best practice recruitment to achieve optimal staffing. This policy reflects the Mercy Education values of Justice and Respect.

The Recruitment, Selection and Induction policy and associated procedures applies to all members of the Sacred Heart College community, as well to any members of the public applying for positions within the College.

## Definition

**Child-connected work:** Work authorised by the College that involves direct contact with children that is regular and not incidental to the work.

**Child-related work:** As defined under the Worker Screening Act 2020 (Vic).

**Workplace Participants:** Employees, contractors, volunteers, students on placement and others engaged by the College.



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## Policy Statement

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

The College also acknowledges its positive duty under the Sex Discrimination Act 1984 (Cth) and Equal Opportunity Act 2010 (Vic) to take reasonable and proportionate measures to eliminate discrimination, sexual harassment and victimisation in employment processes.

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 workplace participants are instructed about the College's child safety policies, and are expected to comply with the College's understanding of a child protection culture and minimisation of the risk of child abuse. Workplace participants are provided with appropriate training and development opportunities as well as ongoing supervision and management to ensure their conduct is consistent with the College's child safety and wellbeing policies and procedures.

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 workplace participants 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](#)

The College is 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 workplace participants, for assessing their suitability to work with children.

Our recruitment processes are designed to select appropriate workplace participants, and to assess their suitability to work at our College and with children.

Each job description for workplace participants 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 safety and wellbeing for those in that role, and the occupant's essential or relevant qualifications, experience and attributes in relation to child safety and wellbeing.

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

Once employed or engaged, workplace participants are also taken through an induction procedure that is appropriate to the nature of their role, and that further reiterates the person's duties and responsibilities regarding child safety and wellbeing. Where relevant to their role, the induction procedure will also cover the Child Safety Code of Conduct and Complaints Handling Framework (and incorporated policies and procedures).

All workplace participants are made aware of and are required to read and sign a Child Safety Code of Conduct and relevant child safety and wellbeing policies (including the Care Safety and Welfare of Students Framework and Child Safety Framework and related documents) prior to commencing their work with children. They are also made aware of their responsibilities to children and students, information sharing and reporting obligations and record keeping obligations.

The College will ensure that workplace participants are provided with appropriate training and development opportunities as well as ongoing supervision and management to ensure their conduct is consistent with the College's child safety and wellbeing policies and procedures.

### **New Employees**

It is our policy that all applicants for positions at the College undergo prior screening. The College will sight, 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 consistent with College identity verification procedures and background checking
- verification of professional and other essential or relevant qualifications
- an examination of their history of child-connected work
- reference checking that addresses the person's suitability for the job and working with children. The above requirements need not be complied with if the College has already completed this process for a prospective employee within the previous 12 months.
- Interview panels will include at least one person trained in child-safe recruitment practices and will include questions designed to assess the applicant's understanding of child safety, professional boundaries and appropriate conduct with children.

### **Volunteers**

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

- personal identity verification consistent with College identity verification procedures and background checking
- verification of professional and other essential or relevant qualifications
- an examination of their history of child-connected work
- reference checking that addresses the person's suitability for the job and working with children
- WWCC where required (see guidance below regarding when a WWCC is required).

Prior to engaging a volunteer to perform child-connected work, the College will sight, verify and record documentation relating to the above matters, unless this has already been done for that individual within the previous 12 months.

### **Monitoring and assessing child-related work suitability**

All new workplace participants are supervised regularly to ensure that their behavior towards children is appropriate and to monitor their compliance with the school's Child Protection Program.



Ongoing supervision and people management of all staff and volunteers is provided in a way that focuses on child safety and wellbeing.

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. Personal information collected during recruitment and screening processes will be handled in accordance with the Privacy Act 1988 (Cth) and Mercy Education Limited's Privacy Policy.

#### Working with Children Checks

<b>Source of obligation</b>	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.  The Act aims to prevent those who pose a risk to children from working or volunteering with them.
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<p><b>Who needs a WWCC?</b></p>	<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 the 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> <p><b>SHC students aged 18 or 19 years of age and who hold a leadership position</b></p> <p>Separate to the exemption under the Act, Sacred Heart College students aged 18 years of age or over who hold a leadership position are required</p>
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	<p>to obtain and maintain a volunteer Working with Children Check for the duration of their leadership position.</p>
<p><b>What is child-related work?</b></p>	<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>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> <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</p>

	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.
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	to obtain and maintain a volunteer Working with Children Check for the duration of their leadership position.
<b>Key exemptions</b>	<p>In accordance with the Act, 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>At the College, all volunteer helpers, including parents and carers, are required to hold a WWCC.</p> <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</p>



	<p>were previously exempt from the WWCC. These drivers must now pass the WWCC to continue this work.</p> <p><b>*Note:</b> Sacred Heart College students aged 18 years of age or over who hold a leadership position are required to obtain and maintain a volunteer Working with Children Check for the duration of their leadership position.</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>The College's obligations</b>	<p>The College must:</p> <ul style="list-style-type: none"> <li>• who does not hold a valid Working with Children Check (WWCC) clearance or application receipt, where required under the Worker Screening Act 2020 (Vic)</li> <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 College 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>	<p>The College keeps records of all WWCCs in accordance with its recordkeeping obligations (and in accordance with the <a href="#">Public Record Office of Victoria Recordkeeping Standards</a>) and updates these regularly.</p>



## Induction Support

The College recognises the importance of in depth, practical inductions to familiarise workplace participants with the Mercy ethos and College expectations. The induction, consisting of online and face to face components covers systems and processes as well as the familiarisation of legal and compliance matters associated with employment in, and connection with, the Catholic education system.

All workplace participants are required to participate in a relevant induction program.

Fixed term and ongoing teachers are led by the wider extended leadership team to reiterate expectations and assist in the ongoing induction into the College in the first few months of employment.

Education Support Staff are led by their direct supervisor for a personalised induction into their role, guided by other staff connected to the role. The direct supervisor will continue to provide support and guidance.

Casual Relief Teachers and Emergency Teachers are engaged and supported by the Daily Organiser under the guidance of the Deputy Principal - Student Programs and Staffing. The engagement frequency and duration is on a needs basis as determined by the College when staffing gaps are identified from absences.

Other workplace participants not stipulated above will be allocated a key contact to ensure a supported transition into the College.

## Associated Procedures

[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](#).

## Related Documents and Legislation

Mercy Education Limited Code of Conduct SHC Child Safety Code of Conduct  
SHC Child Safety and Wellbeing Policy



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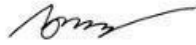
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## Document Control

Date Approved: 22 June 2022

Name: Anna Negro, Principal

Signature:



Sponsor: Leader of People and Capability

Date presented at Advisory Council Meeting:

Reviewed by:

- School Committee: N/A
- Sub Committee of the College Council: N/A
- Student Leadership House Focus Team: N/A

Person responsible for implementation: Leader of People and Capability

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### VERSION HISTORY

Version	Date Approved	Next Review
1.0	March 2017 (created)	2020 (delayed to 2021)
2.0	August 2021 (update)	2024
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