



STAFF RECRUITMENT

Policy

“Show yourself in all respects to be a model of good works show integrity, dignity” Titus 2:7

Rationale

As a Religious Institute school, Our Lady of Sion College is governed by Our Lady of Sion College Ltd. The College is conducted in accordance with the teachings of the Catholic Church as interpreted by the Archbishop of the Archdiocese and according to the customs and practices of the Archdiocese. The College also maintains a strong commitment to the charism and educational mission of the Sisters of Our Lady of Sion. This charism enlivens and guides all our practices, structures and relationships and is critical to the realisation of the mission of the College. The College Principal is ultimately responsible for the appointment of all staff. A person accepting a position at the College is called to uphold our Catholic and Sionian ethos and traditions, and the moral and legal obligations required of all staff at the College.

Definition

Staff - individuals who are working in the school environment and are:

- engaged directly or employed by the school
- volunteers or a contracted service provider (whether or not a body corporate or any other person is an intermediary)
- clergy and religious who engage in our events and activities

Child-connected work - direct contact with children that is regular and not incidental to the work

Principles

- All staff, students and visitors at Our Lady of Sion College have the right to enjoy a safe and professional environment
- The College reserves the right to engage people who are suitable to work with students at the school
- Recruitment practices at Our Lady of Sion College must:
 - align with established College policies and procedures
 - seek to engage suitably qualified and/or experienced staff
 - reflect a commitment to ensuring child safe human resource practices are maintained at all times
 - adhere to compliant, fair and transparent recruitment practices
 - comply with 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
 - include a comprehensive induction program

Implementation Plan

Overview

It is our policy that all applicants for school positions undergo prior screening. The school will make all 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 Victorian Institute of Teaching (VIT) and associated Nationally Coordinated
- Criminal History Check (NCCHC) for teaching staff
- Working with Children Check (WWCC) and where relevant, NCCHC 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.



OUR LADY OF SION COLLEGE

Human Resource Practices

- Each job description has a clear statement that sets out the requirements, duties and responsibilities regarding child protection and the essential qualifications, experience and attributes in relation to child protection.
- All applicants for child-connected work at the school are informed about these requirements and the school's child protection practices, including the College Child Safety and Wellbeing Policy and Code of Conduct, prior to commencing work at the school. They are also made aware of their responsibilities to students, information sharing and reporting obligations and record keeping.
- During every child-connected recruitment interview, questions will be asked to address:
 - Why the person wants to work with children
 - What their understanding of and obligations are under the Ministerial Order 870 and Mandatory Reporting
 - Every reference check conducted for a person applying for role will include questions regarding:
 - the applicant's qualifications, skills, knowledge and experience as a way to assess the suitability of the applicant
 - the applicant's suitability regarding them working with children
 - any concerns the referee may have
- Successful applicants must:
 - read and sign the Our Lady of Sion College Child Safe Policy and Code of Conduct
 - show evidence of undertaking the Mandatory Reporting eModule and other Child Safety obligation modules training (If not undertaken in the previous year, this training must be completed as soon as practical after commencing employment)
- Once appointed, all staff:
 - are further instructed about the College's Child Safety and Wellbeing Policy and Code of Conduct, and are expected to comply with the school's understanding and the creation of a child protection culture and the minimisation of the risk of child abuse
 - undertake a comprehensive induction process that further reiterates the staff member's duties and responsibilities regarding College expectations, policies and practices; child safety and child protection measures; and the Sion charism of the College
 - are required to keep up to date and comply with all child safety expectations
 - are required to attend briefings that remind and/or update them about College policies and expectations which outline their legal and moral obligations, and College procedures in the event of an incident or disclosure.
- The practices that the school 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.*

Professional Practices

- Each job description for staff will include essential and preferred qualifications
- Successful applicants must demonstrate and provide certified documentation confirming that they are suitably qualified to undertake the role advertised
- It is highly preferred that the applicant:
 - can demonstrate experience in the subject area
 - have or are working towards qualifications for Accreditation to Work in a Catholic school

Volunteers

- Prior to their engagement by the school, all volunteers, including parent/guardian volunteers, must
 - submit a WWCC or evidence that they have applied for a WWCC.
 - complete an Our Lady of Sion College Volunteer Pack which includes:
 - personal identity verification and background checking
 - verification of professional and other qualifications if relevant to their role



OUR LADY OF SION COLLEGE

- an examination of their history of child-connected work
- The College will then undertake reference checking to confirm the person's suitability for the job and working with children.

Contractors

All contractors engaged by the College should be registered on Sam4Schools prior to engagement. In the event that this is not possible, the College reserves the right to request evidence that contractors have the required qualifications and experience, WWCC and insurance.

Monitoring and assessing child-related work suitability and professional growth

All new staff members and volunteers are supervised regularly to ensure that their behavior towards students is appropriate and to monitor their compliance with the school's Child Safety and Wellbeing Policy and expectations. 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 child safety expectations and practices. For example, ensuring that a staff member has not breached any of the College's reporting procedures or the Child Safety Code of Conduct.

All staff are expected to:

- familiarise themselves with any change to the College Child Safety and Wellbeing Policy and College Code of Conduct
- complete the annual Mandatory Reporting eLearning Module
- re-sign the Child Safety Code of Conduct when updates occur
- attend Professional Learning opportunities offered by the College regarding Child Safety, Mandatory Reporting, Reportable Conduct and Professional Practice
- attend the Our Lady of Sion College Charism Induction afternoon in their first twelve months at the College
- if a teacher, work towards being accredited to Teach in a Catholic School
- obtain or maintain their First Aid Training (minimum HLTAID011 Provide First Aid (Level 2) and approved anaphylaxis management training
- undertake Annual Review Meetings that offer an opportunity to reflect on their practice and their understanding and application of the College's Child Safety Code of Conduct, Child Safety and Wellbeing Policy and Mandatory Reporting expectations, policies and processes.

Related Our Lady of Sion College Policies and Documents

Child Safety and Wellbeing Policy
College Code of Conduct
Guest Presenters Policy
Electronic Communication Policy (Staff)
Student Anti Bullying Policy
Student Behaviour Management Policy
Student Expectations Document
Duty of Care Guidelines
Professional Learning

Review Date: August 2025

Ratified by the College Board: August 2021



OUR LADY OF SION COLLEGE

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.

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| Source of obligation | <p>The Victorian <i>Working with Children Act 2005</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> |
| Who needs a WWCC? | <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"> • physical contact • face-to-face contact • contact by post or other written communication • contact by telephone or other oral communication • contact by email or other electronic communication. <p>A WWCC will apply to any person who is engaged by Our Lady of Sion College as a non-teaching 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> |
| What is child-related work | <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>Child-related work for ministers of religion</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"> • mentoring and counselling services for children • direct provision of child health services • clubs, associations, movements, societies or other bodies (including bodies of a cultural, recreational or sporting nature) • educational and care services, childcare centres, nanny services and other child care • coaching and tuition services for children |



OUR LADY OF SION COLLEGE

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| | <ul style="list-style-type: none"> any religious organisation where children form part of the congregation boarding houses or other residential services for children and overnight camps for children transport services specifically for children, including school bus services and taxi services for children with a disability and supervision of school road crossings commercial photography services for children unless they are merely incidental to or in support of other business activities commercial talent competitions for children unless they are merely incidental to or in support of other business activities commercial entertainment or party services for children unless they are merely incidental to or in support of other business activities. |
| Key exemptions | <p>People engaged in the following types of work are not required to have a WWCC:</p> <ul style="list-style-type: none"> teachers registered with the VIT Victoria Police or Australian Federal Police officers all children under the age of 18 <p>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) will need to demonstrate evidence of a WWCC issued by their relative state.</p> <p>Note: 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 Our Lady of Sion College, all volunteer helpers, including parents and guardians, are required to hold a WWCC.</p> |
| How to apply for a WWCC | <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>An online application form is accessible at www.workingwithchildren.vic.gov.au. Upon completion of the application, employees will be provided with an online receipt.</p> |
| Our Lady of Sion College's obligations | <p>Our Lady of Sion College must:</p> <ul style="list-style-type: none"> not engage anyone in child-related work who does not have a WWCC or is not VIT registered not allow anyone who has an Exclusion notice to undertake child-related work, even if they are directly supervised or exempt ensure workers engaged in paid work have an Employee WWCC and not a Volunteer WWCC ensure all contractors are registered with SAM4Schools |
| Penalties | <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> |



OUR LADY OF SION COLLEGE

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| Recordkeeping obligations | The school keeps records of all WWCCs, VIT registrations and updates these regularly. |
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