

St James the Apostle Primary School

Recruitment Policy



St James the Apostle Primary School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

St James the Apostle Primary School only engages people who are suitable to work with students at the school, 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 and volunteers are instructed about the school's child safety policies, and are expected to comply with the school's understanding of a child protection culture and minimisation of the risk of child abuse. Staff and volunteers are provided with appropriate training and development opportunities as well as ongoing supervision and management to ensure their conduct is consistent with the school's child safety and wellbeing policies and procedures.

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

- engaged directly or employed by the school
- a contracted service provider (whether or not a body corporate or any other person is an intermediary)
- a minister of religion, a religious leader or an employee or officer of a religious body associated with St James the Apostle Primary School.

Volunteers are individuals who perform work without remuneration or reward for St James the Apostle Primary School in the school environment.

The relevant policies, procedures and processes include:

- child-safe recruitment practices
- WWCCs
- child protection training
- our child-safe culture.

The practices that the school will implement in recruiting and selecting staff and volunteers 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 St James the Apostle Primary School, 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, 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 school and with children.

Each job description for staff and volunteers 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 school are informed about these requirements and the school's child safety and wellbeing practices, including the Child Safety Code of Conduct, prior to commencing work (including as a volunteer) at the school.

Once employed or engaged, staff and volunteers 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 staff and volunteers 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.

St James the Apostle Primary School will ensure that staff and volunteers are provided with appropriate training and development opportunities as well as ongoing supervision and management to ensure their conduct is consistent with the school's child safety and wellbeing policies and procedures.

New staff

It is our policy that all applicants for school positions undergo prior screening. The school 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 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 school has already completed this process for a prospective staff member within the previous 12 months.

Volunteers

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

- personal identity verification 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 school 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 staff members and volunteers 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.

Working with Children Checks

Source of obligation	<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>
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 St James the Apostle Primary School 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>
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 • 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.
<p>Key exemptions</p>	<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 • students, aged 18 or 19, undertaking volunteer work organised or held at school • Victoria Police or Australian Federal Police officers • 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) • all children under the age of 18. <p>Note: Some drivers accredited under the <i>Transport (Compliance and Miscellaneous) Act 1983 (Vic.)</i> 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 St James the Apostle Primary School, all volunteer helpers, including parents and carers, are required to hold a WWCC.</p>
<p>How to apply for a WWCC</p>	<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 www.workingwithchildren.vic.gov.au. Upon completion of the application,</p>

	you will be provided with an online receipt.
St James the Apostle Primary School's obligations	<p>St James the Apostle Primary School must:</p> <ul style="list-style-type: none"> • not engage anyone in child-related work who does not have a WWCC • 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.
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>
Recordkeeping obligations	<p>The school keeps records of all WWCCs in accordance with its recordkeeping obligations (and in accordance with the Public Record Office of Victoria Recordkeeping Standards) and updates these regularly.</p>

Responsible director	Director, Learning and Regional Services
Policy owner	General Manager, Legal and Professional Standards
Approving body/individual	MACS Board
Approval date	13 April 2022
Risk rating	High
Date of next review	April 2023

POLICY DATABASE INFORMATION	
Related documents	
Superseded documents	School Staff Recruitment Policy – v1.0 - 2021
New policy	