



# Trinity College Colac Recruitment Procedures

## Procedures

The practices that the school will implement in recruiting and selecting staff and volunteers will comply and be consistent with Catholic Education Commission of Victoria Ltd (CECV) guidelines.

These procedures are to be read in conjunction with the Trinity College Colac Recruitment Policy.

## Child-safe recruitment practices

[Insert school] is committed to ensuring that our recruitment practices create a safe environment for our students. 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 (for roles 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 Trinity College Colac Safeguarding Children and Young People Code of Conduct, prior to commencing work (including as a volunteer) at the school.

Once employed or engaged, staff and volunteers participate in 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 Trinity College Colac Complaints Handling Policy and Procedures (and incorporated policies and procedures).

All staff and volunteers are required to read and sign a Trinity College Colac Safeguarding Children and Young People Code of Conduct and relevant child safety and wellbeing policies 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.

Trinity College Colac 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 Victorian Institute of Teaching (VIT) and associated national coordinated criminal history check for teaching staff
- Working with Children Check (WWCC) and current Nationally Coordinated Criminal History Check (NCCHC) 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

At Trinity College Colac, volunteers doing child-related and child-connected work will be required to provide a valid WWC Clearance. The principal of Trinity College Colac also reserves the right to undertake suitability checks, including requiring proof of identity and reference checks at their discretion. (See the school’s Volunteers Policy).

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

Child Safe Professional Learning opportunities offered annually also provide all school staff with child safe development opportunities.

All teaching staff participate in an Annual Review Meeting which provides an opportunity for the principal (or nominee) to have an individual discussion with the teacher about child safety and wellbeing and related professional development.

## 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>	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.
<b>Who needs a Working with Children Check (WWCC)?</b>	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.  Section 3 of the Act defines ‘direct contact’ as any contact between a person and a child that involves: <ul style="list-style-type: none"> <li>• physical contact</li> </ul>

	<ul style="list-style-type: none"> <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 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>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><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 centers, 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>Key exemptions</b></p>	<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 Victorian Institute of Teaching (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 [Insert school] all volunteer helpers, including parents and carers, are required to hold a WWCC.</p>
<p><b>How to apply for a WWCC</b></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 <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>
<p><b>Trinity College Colac obligations</b></p>	<p>Trinity College Colac must:</p> <ul style="list-style-type: none"> <li>• not engage anyone in child-related work who does not have a WWCC</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>
<p><b>Penalties</b></p>	<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>
<p><b>Recordkeeping obligations</b></p>	<p>The school 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>

## Supporting Documents

- [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.](#)