Avila College
School Staff Recruitment Policy

Avila College 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), where formation and education are based on the principles of Catholic doctrine, and where the teachers are outstanding in true doctrine and uprightness of life.

Avila 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.

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 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 of the school are 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)
- 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 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*.

Child-safe recruitment practices

At Avila 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 school 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 school 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/guardian volunteers, must undergo the following screening prior to their engagement by the school:

- 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/guardian 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 school'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

Source of obligation	The Victorian *Working with Children Act 2005* (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.
Who needs a WWCC?	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: • 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. A WWCC will apply to any person who is engaged by Avila College as an employee, a School Advisory Council 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.
What is child-related work?	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. 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. **Child-related work for ministers of religion** 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. 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. The following are considered to be child-related work: • 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.
Key exemptions	People engaged in the following types of work are not required to have a WWCC: • 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. **Note:** Some drivers accredited under the *Transport (Compliance and Miscellaneous) Act 1983* (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. At Avila College, all volunteer helpers, including parents and carers, are required to hold a WWCC.
How to apply for a WWCC	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. To apply, fill out an online application form at www.workingwithchildren.vic.gov.au. Upon completion of the application, you will be provided with an online receipt.
Avila College's obligations	Avila College must: • 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	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. 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.
Record keeping obligations	The school keeps records of all WWCCs and updates these regularly.