

# ASC Recruitment and Selection Policy and Procedures

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## 1 Purpose

- 1.1** The purpose of this policy is to provide effective and robust procedures to ensure the Anglican Schools Commission (ASC) and its Schools adopt appropriate recruitment and selection methods.

## 2. Application

- 2.1** This policy applies to all employees of the ASC and its schools (School).
- 2.2** This policy details requirements in relation to recruitment and selection, compliance with the relevant teacher registration requirements; Teacher Registration Board of Western Australia (TRBWA), Victorian Institute of Teaching (VIT), NSW Education Standards Authority (NESA) and the Royal Commission into Institutional Response to Child Sexual Abuse – Recommendations. The policy also details screening requirements such as Criminal History Checks and Working with Children Checks (WWC Checks) in Western Australia (WA), Victoria (VIC) and New South Wales (NSW).

## 3 Principles

- 3.1** The appointment process must ensure applicants are fully aware of the requisite commitment to the objectives and ethos of an Anglican Education.
- 3.2** Child safety and protection is a fundamental responsibility for everyone in the Anglican school community.
- 3.3** Recruitment and selection procedures shall reflect equal opportunity and gender equity principles.
- 3.4** The Appointment process must comply with strict screening procedures e.g. WWC Checks.
- 3.5** Appointment processes must comply with the ASC Privacy Policy and Procedures.
- 3.6** A contract of employment, in the approved format, is formed by the written offer and written acceptance of the position.
- 3.7** Chaplains licensed by the Diocesan Bishop, to minister to children in schools, must meet the requirements of the Safe Ministry to Children Canon 2017 adopted by the General Synod of the Anglican Church of Australia. **(Appendix 1)**

## 4 Relevant Policies, Procedures and Legislation

- 4.1** This policy must be read in conjunction with the following:
- ASC Boarding Policy and Procedures – Boarding supervisors are required to meet the requirements of this Policy in addition to the requirements of the ASC Boarding Policy.
  - ASC Privacy Policy and Procedures.
  - Safe Ministry to Children Canon 2017

## 5 Procedures

Procedures applicable to all appointments.

## **5.1 Job advertisements, application forms and selection criteria**

The ASC/School will ensure that:

- a. a position description and selection criteria is developed for all positions prior to advertising, including specific selection criteria concerning attitudes to and application of child safety measures to which applicants must respond.
- b. job advertisements specify that:
  - Only written applications demonstrating compliance with the selection criteria will be considered.
  - Applications must include a Curriculum Vitae or Resume and the names of three Referees.
  - Applicants must be supportive of the objectives and ethos of an Anglican education.
  - "The [ASC/School] is a child-safe institution/school".
- c. all ongoing positions are advertised internally and in the media and/or online.

## **5.2 Recruitment and selection**

The ASC/School will ensure that:

- a. Where possible, there is diverse representation on the panel convened to undertake the selection process, including shortlisting and interviewing.
- b. A confidential appointment file for each appointment is maintained which contains the position description, selection criteria, a summary of applications received for the position, short listed applicants, interview questions and detailed referee checks for the preferred/appointed applicant.
- c. The interview is structured:
  - in a manner which ensures they have been assessed thoroughly and fairly for the position.
  - the applicants are provided with clear information about the ASC's/Schools commitment to child safety.
  - the applicant's values, motives and attitudes are assessed, particularly where working directly with children.
  - to ascertain why the applicant is leaving their current job;
  - to assess the applicant's professional experience, qualifications and competence, to work with children (if applicable).
- d. Unsuccessful applicants are informed of the outcome as soon as practicable.
- e. The Principal, and any member of the panel, must disclose to the Chair of the School Council any conflict of interest regarding a prospective appointment e.g. member of family, friend.

## **5.3 Screening and references**

The ASC/School will ensure that:

- a. Where possible, applicant screening should take place before an offer of employment is made to the preferred applicant. An offer of employment made to an applicant where screening has not been completed is subject to the successful completion of all screening processes.

- b. All applicants must provide identification and other documentation to confirm their qualifications and experience as required by the ASC/School.
- c. All teachers must be registered with TRBWA/NESA/VIT (as appropriate).
- d. Referee checking:
  - The ASC/School must contact at least two referees and where possible involve direct conversations.
  - The ASC/School must ensure that thorough referee checking is undertaken and that, at a minimum, the applicant's current employer and most recent previous employer are contacted e.g. the Principal.  
**NB:** members of the panel cannot act as a referee e.g. where existing staff are applying for internal promotions.
  - Where there is no previous employer, a relevant character referee for the applicant may be contacted prior to an offer of employment being made, e.g. the Principal of final practice school.
  - The ASC/School must enquire whether the applicant has ever had an adverse finding of an employment-related complaint against them.

#### 5.4 Employee Screening

The ASC/School will ensure that:

- a. Governing Body - ASC Board/School Council
  - Members of governing bodies must be fit and proper persons for carrying out their responsibilities.
  - Members of the ASC Board/School Council must obtain a National Police History Check or other evidence to establish their fit and proper bona fides to ensure that there is nothing adverse to their financial, educational and student welfare responsibilities for the school. Any ex-officio members of the ASC Board/School Council should also be included.
  - Members of the ASC Board/School Council must:
    - i. advise the ASC/School if their situation changes which would impact on their ability to be deemed fit and proper; and
    - ii. renew their National Police History Checks every three (3) years.
- b. Teaching Staff
  - All prospective employees at ASC schools are required to furnish the Principal with a copy of their TRBWA / VIT / NESA Registration, Working with Children Check and National Police History Checks (as per state requirements).
  - State requirements:
    - WA:** WWC Check and TRBWA registration (Nationally Coordinated Criminal History Check included with TRBWA registration);
    - NSW:** WWC Check and NESA registration (National Police History Check included with NESA registration);
    - VIC:** VIT registration includes Nationally Coordinated Criminal History Check, which exempts teachers from having to acquire a separate WWC.
  - The prospective employee will pay any costs associated with this process.

- (VIC Only) The CEO/Principal may, at the CEO's/Principal's sole discretion, require a current employee (as at the date of this policy) to obtain a Nationally Coordinated Criminal History Check.
  - (VIC Only) The CEO/Principal may, at the CEO's/Principal's sole discretion at any time, also require any current employee to renew their National Police History Check. The employer will pay the costs associated with this process.
- c. Non-teaching staff (including University Students, and non-teaching Chaplains)
- All prospective employees at ASC schools are required to furnish the Principal with a copy of a Working with Children Check (WA/VIC/NSW) and Nationally Coordinated Criminal History Check (VIC). The Nationally Coordinated Criminal History Check must have been issued no longer than 8 weeks prior to first commencing duties at the school.
  - The prospective employee will pay any costs associated with this process.
  - This policy applies to all non-teaching staff, including full-time, part-time, relief and casual staff. It includes co-curricular areas, as well as university students undertaking training and non-teaching Chaplains to the school.
  - (VIC Only) Nationally Coordinated Criminal History Checks must be renewed every three (3) years and staff must advise the school if their situation changes which would impact on their suitability to continue to work. The employee will pay the costs associated with this process.
  - (VIC Only) The Principal may, at the Principal's sole discretion, require a current employee (as at the date of this policy) to obtain a Nationally Coordinated Criminal History Check.
  - (VIC Only) The Principal may, at the Principal's sole discretion, also require any current employee to renew their Nationally Coordinated Criminal Police History Check. The employer will pay the costs associated with this process.
- d. Chaplains (teaching, non-teaching)
- In addition to the employee screening requirements (5.4 a-c), the school must seek confirmation that Chaplains licensed by the Diocese to minister in schools meet the requirements of the Safe Ministry Policy Statement.
- e. Peripatetic Staff (e.g. Music Tutors)
- All Peripatetic Tutors are required to undergo a Working with Children Check and/or possess a current Working with Children Check "Assessment Notice" (WA/NSW/VIC).  
**NB:** National Police History Check included with WWC Check for WA/NSW.
  - Peripatetic Tutors are also required to obtain a valid National Police History Check (VIC) which is to be presented to the school prior to commencement at the school.  
**NB:** Peripatetic Music Tutors who hold a valid TRBWA / NESA / VIT teacher registration may use this in place of a National Police History Check.
- f. Contractors
- Contractors coming into the school who will not have any direct contact with students are not required to hold a Working with Children check.
- g. Parent and Other Volunteers
- Voluntary assistance provided by parents and others is an important component in building up the community of an Anglican school. These people assist in the day-to-day

operations of a school in a significant way. The Principal is responsible to take all steps necessary to ensure that an appropriate duty of care is exercised by volunteers.

- The following situations are examples where a Working with Children Check (WA/VIC/NSW) and/or Nationally Coordinated Criminal History Check (VIC) would be required.
  - i. Where a volunteer is in direct contact with school-aged children (whether early childhood, primary or secondary).
  - ii. Where a volunteer will be involved in a co-curricular activity involving an overnight responsibility.
- The following situations are example of where a Working with Children Check and/or Nationally Coordinated Criminal History Check (VIC) is not required.
  - i. Parents volunteering in certain activities where their child is also involved or participates (unless attending an overnight activity).
  - ii. If the volunteer is closely related to the child e.g. spouse or de facto partner, a child, step-child, sibling, step-sibling, parent, step-parent, grandparent, step-grandparent, aunt, uncle, niece or nephew. (VIC/NSW)
- Where parents and volunteers work with students in a school, the following guidelines apply:
  - i. Volunteers must receive explicit instructions regarding the task to be undertaken with students, with appropriate training as required.
  - ii. Volunteers must be placed under the supervision of a teacher, teacher assistant or other appropriate staff member.
  - iii. Volunteers will, where possible, work in areas where they may be observed by a teacher, teacher assistant or other appropriate staff member of the school at all times. Wherever possible volunteers must work with two or more students.
  - iv. Volunteers must not assist individual school-aged children (whether early childhood, primary or secondary) in closed spaces such as toilets, withdrawal rooms or storerooms, unless under the supervision of a teacher, teacher assistant or other appropriate staff member of the school at all times.
  - v. Volunteers must comply with the School Volunteer Code of Conduct or Policy (where applicable).

h. Other Personnel

Those paid by the School to perform roles with/for students under the age of 18 years as:

- a sports coach,
- a provider of accommodation for the care of children,
- a supervisor or attendee at overnight camps,
- transport service provider,

are required to undergo a Working with Children Check, and/or possess a current Working with Children Check "Assessment Notice".

## 5.5 Roles and Responsibilities

5.5.1 The ASC/School must keep adequate records (staff register) for employees, volunteers and students who engage in child-related work to demonstrate compliance:

- Full name;
- Date of birth;
- Working with Children Check number (or application number) - confirm that employees, volunteers and students who engage in child-related work have a valid WWC Card or have applied for one; ensure those who do not have a valid WWC Card and have not applied for one, do not engage in child related work;
- Expiry date - confirm that employees, volunteers and students who continue their child-related work renew their WWC Cards one to three months before their current WWC Cards expire;
- Date and outcome of online verification;
- National Police History Check (VIC);
- Paid or Volunteer (NSW).

5.5.2 The ASC/School must ensure that a person is not employed in child related work if notice is received that the person has withdrawn their application or has been issued with an Interim Negative Notice or Negative Notice;

**NB:** If an **Interim Negative Notice** is issued, the preliminary assessment of a criminal record or professional has indicated that the employee will not pass the Working with Children Check.

After an Interim Negative Notice has been issued, the application cannot be withdrawn from the assessment process until a final decision is made.

A **Negative Notice** will be issued if the assessment or re-assessment of the applicant's eligibility to hold a WWC Card indicates an unacceptable risk to children.

5.5.3 If a WWCC is provided which was obtained when working for a previous employer, the ASC/School must verify its validity.

**For WA Only** - to register their interest and also ensure the school is notified of a negative notice.

- <https://workingwithchildren.wa.gov.au/>;
- Select - Employers and organisations / Online Services / Register card holder;
- Insert ASC/School details.

**For NSW Only** - to verify a Working with Children Check status online.

- <https://www.kidsguardian.nsw.gov.au/check>
- Select Start here.
- Log in as an Employer.
- Select Verify Working with Children status.
- Enter employees Surname / date of birth / Working with Children Check number (or application number).
- Click Verify.

**For VIC Only** - to verify a Working with Children status online.

- [http://www.workingwithchildren.vic.gov.au/home/cardholders/update+your+de tails/](http://www.workingwithchildren.vic.gov.au/home/cardholders/update+your+details/)
- Select 'Organisation' / Check Status
- Insert first 8 characters of the application or card number.

- Insert employees surname (as entered on their card).  
NB: You must enter the exact spelling and number to generate status details.

By law, an employee must notify the department within 21 days of any changes to personal, contact details or organisation details. The employee must update their organisation:

- Select Cardholders / [Update your details](#).
- Select Update your details through Service Victoria.
- Select Get Started

This will also ensure that ASC/School are informed of a Negative Notice.

5.5.4 The ASC/School must confirm that a valid National Police History Check (VIC) has been obtained.

5.5.5 These records may be electronic or in hard copy format but must be made available if required for audit and monitoring purposes.

## 5.6 Offer of Employment

- The CEO/Principal will undertake a discussion with the preferred applicant to confirm the conditions of the position being offered to ensure that the applicant is a suitable candidate for the role.
- The Principal will ensure that the Letter of Offer for the preferred applicant contains all relevant information in relation to the position being offered and includes:
  - The conditions of their continued employment; and
  - Documents pertaining to their conditions of appointment and where they can be obtained.
- The ASC/School will establish the employee's personnel file, with details of the position, advertisement, application, evidence of reference checks, interview questions, proof of qualifications, current police check, Working with Children Check, accreditation requirement and status, letter of acceptance and relevant correspondence.
- A short-term position is to replace a staff member for a period of no longer than two (2) years duration.

## 5.7 Contractors

- As part of any new or renewed contract, regular contractors/sub-contractors will be required to undertake a National Policy History Check/National Coordinated Criminal History Check on all of their employees where they intend to use them on a school site. The cost of the clearance will be borne by the contractor.
- Contractors engaged to work with children are required to have a current Working with Children Check Card.

## **FURTHER INFORMATION**

### **Western Australia**

Teacher Registration Board Western Australia (TRBWA):

<http://www.trb.wa.gov.au/Pages/default.aspx>

Department of Education (WA):

<http://www.det.wa.edu.au/policies/detcms/policy-planning-and-accountability/policies-framework/policies/criminal-history-screening-policy>.

<https://workingwithchildren.wa.gov.au/>

### **Victoria**

Victorian Institute of Teaching (VIT):

<http://www.vit.vic.edu.au/professional-responsibilities/for-teacher/nphc>

Independent Schools Victoria:

<https://www.is.vic.edu.au/managing-a-school/compliance-framework/employment-relations/working-with-children-check-employee-and-volunteer-obligations>

<http://www.workingwithchildren.vic.gov.au/home>

### **New South Wales**

NSW Education Standards Authority (NESA):

<http://educationstandards.nsw.edu.au/wps/portal/nesa/home>

Office of the Children's Guardian:

<http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check>

### **Royal Commission into Institutional Responses to Child Sexual Abuse**

Final Report Recommendations:

[https://www.childabuseroyalcommission.gov.au/sites/default/files/final\\_report\\_-\\_recommendations.pdf](https://www.childabuseroyalcommission.gov.au/sites/default/files/final_report_-_recommendations.pdf)



**Safe Ministry to Children Canon 2017**

**Object:** The object of this canon is:

- (a) to prescribe a code of conduct for safe ministry to children;
- (b) to prescribe minimum standards and guidelines for safe ministry to children; and
- (c) to implement the Protocol so far as it provides for obtaining and taking into account Ministry Suitability Information before authorising clergy and church workers to undertake ministry to children.

Passed on 5 September 2017

Refer to: [https://anglican.org.au/wp-content/uploads/2019/03/Canon\\_4\\_Safe\\_Ministry\\_to\\_Children\\_Canon\\_2017\\_update\\_1\\_January\\_2019.pdf](https://anglican.org.au/wp-content/uploads/2019/03/Canon_4_Safe_Ministry_to_Children_Canon_2017_update_1_January_2019.pdf)