

Scotch College

Recruitment and Screening Guidelines



Purpose

Scotch College recruitment and screening guidelines have been developed to ensure that we recruit personnel who are suitably qualified and committed to providing professional, safe and enjoyable education to children and young people.

Related Policies

Child Protection and Obligations of Reporting Policy
Equal Opportunity Policy
Child Protection Commitment Statement

Related Legislation

The recruitment and screening guidelines comply with:

Fair Work Act
National Employment Standards
Equal Opportunity Act
Working with Children Act 2005
Ministerial Order No 870-Child Safe Standards
Workplace Gender Equality Act
Privacy Act 1988 (Privacy Act)

Responsibility

The Principal, Vice Principal and Bursar are responsible for ensuring that recruitment and screening procedures are followed. The aim is to provide a consistent and comprehensive recruitment process across Scotch College.

The Principal and Vice Principal are responsible for the recruitment and selection of Teaching Staff and VIT compliance. The Bursar and Administration Manager are responsible for the recruitment and selection of non-teaching staff.

The Junior School Principal is responsible for the recruitment and screening of staff in the Junior School.

Teachers in Charge of Activities and Sport are responsible for the recruitment and screening of casual employees, volunteers and contractors, compliance of requirements for casual staff and volunteers is overseen by the Vice Principal and Administration Manager.

The Administration Manager is responsible for WWWC compliance.

Advertising

All advertisements contain the following statement: *Scotch College is committed to protecting children and young people from harm. We require all applicants who are to work with children and young people to undergo an extensive screening process prior to appointment.*

Commitment

The Scotch College Child Protection Commitment Statement is supplied to all applicants at the same

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time as the position description and application documentation, prior to interview.

Face to face interview

All applicants with direct contact with children and young people are required to attend at least one face-to-face interview.

During face-to-face interviews the following issues are examined relating to the applicant's suitability to work with children and young people:

- the applicant's beliefs and values in relation to the treatment of children and young people
- the applicant's professional experience, qualifications and competence
- the applicant's reasons for leaving previous positions involving work with children and young people
- any potential concerns with the applicant's resume or work history, such as gaps in their work history, frequent job changes, inability to nominate precise start or end dates for previous roles
- the applicant's general awareness and understanding of child protection issues.

In undertaking an interview with any applicant for an 'involved' role refer to the 'Interview question template'. The applicant's responses are documented and, if they are the successful applicant, that documentation is added to their personnel file.

As part of the face-to-face interview we highlight our commitment to protecting children and young people from abuse. We also explain our screening requirements and their purpose.

Identity Check

The identity of each short listed applicant for any 'involved' position is confirmed by our sighting original 'proof of identity' documents presented by the applicant. A copy of the identification is taken and kept with the file through the recruitment process. On completion of the selection process, a copy of proof of identity is kept in the personnel file of the successful applicant. Copies for other short listed applicants are destroyed in a secure manner.

'Working with children' and/or 'national police history' checks

Scotch College recruitment procedures require that a 'working with children' check and/or national police history check be obtained for all applicants who are to be offered / have accepted a position with Scotch College.

All teaching staff are required to be VIT registered. To be VIT registered or renew registration as a teacher, a current and satisfactory National Police History Check is required or conducted by VIT on behalf of the teacher.

The person responsible for recruiting an 'involved' person must sight the applicable 'working with children' check documentation, and a copy must be kept in the employee personnel file. If an applicant does not possess a 'working with children check, the applicant must apply for a check prior to confirming their employment, a copy of the receipt of application must be sighted and kept with their file.

Scotch College will not employ a person who is deemed a prohibited person based on 'working with children check' legislation in our jurisdiction.

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'National Police history record' check

Scotch College advises applicants that, unless their criminal history suggests that they may pose a risk to children and young people, a criminal history does not automatically preclude them from obtaining work within Scotch College. If information on their criminal history is relevant to our employment decision, we provide the applicant with an opportunity to respond to the contents of their criminal history check (if they wish to do so).

No copy of the police check must be retained, and the original must be destroyed – in a secure manner – on completion of the selection process. However, we record the date and certificate number of the police check in the applicant's personnel file.

Whenever possible no applicant is to be offered a position until after completion of their 'working with children' check or 'national criminal history record' check. When this is not possible, we appoint the person contingent upon them receiving a satisfactory check. The person is to be subject to additional supervision until the check procedures are completed.

Monitoring compliance with WWCC, Criminal History Checks & VIT Registration

We maintain procedures to ensure that all our "involved" personnel undergo a periodic VIT, WWCC or National Police History check to confirm that they do not have criminal charges and/or convictions that would pose a particular risk if they work with children or young people.

Undertaking reference checks

We conduct a minimum of two reference checks for all shortlisted applicants as a means to gather additional information about the applicant's suitability to work in the role for which they have applied.

Applicants being considering for appointment should, in the first instance, be asked to provide contact details for two professional referees who can provide information relating to the applicant's suitability to work with children. Professional referees:

- should include a representative of the applicant's current or most recent employer
- must have had a direct managerial relationship with the applicant and so be capable of commenting knowledgeably in relation to the applicant, and ideally have been the applicant's supervisor or line manager.

Personal referees are not recommended. However, if there is no option but to include a personal referee, then that referee:

- should not be related to the applicant
- should have known the applicant for at least 12 months
- must be able to vouch for the applicant's reputation and character.

The referee checks must involve direct contact with the referee. The verbal reference check must be followed up with the Scotch College Reference Check Form to be completed by the referee.

Difficulty in contacting referees, such as those based overseas, or those who have left an organisation, is not justification for accepting lower standards of scrutiny.

Verbal reference checks should be documented with details of our discussions with referees in relation to the suitability of an applicant to work with children. The 'verbal reference check template' can be used to guide and record discussion with a referee.

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Written reference check forms and records of referee discussion are kept as part of the employee personnel file.

Qualification and registration checks

Those intending to commit child sexual abuse may make fraudulent claims about their educational or vocational qualifications, or their professional registration, to obtain positions that involve contact with children. Educational or vocational qualifications, or professional registrations for all shortlisted applicants are checked.

Guidelines for volunteers, parent volunteers and minors

Volunteers

Approval must be sought from the Principal, Vice Principal or Bursar before engaging a volunteer. All volunteers are required to undergo 'working with children' check screening and written reference checks before being accepted. A volunteer ID form must be completed with 'working with children check' details to be verified and recorded in synergetic.

Parents who volunteer assistance with children and young people in our care

We inform prospective parent volunteers that Scotch College takes every precaution to protect the children and young people in our care. Accordingly, we request that all parent volunteers undergo working with children check screening.

Minors

Minors are exempt from any 'working with children' check and 'national police history record' check however we require any minors to be subject to more comprehensive:

- screening during recruitment interviews and reference checks
- on-the-job supervision

Short term appointments including contractors and consultants

Where we make use of the services of personnel for short periods Scotch College complies with the requirements under the Working With Children Act.

Providers of goods and services at Scotch College are required to join Sam4Schools contractor management which maintains registrations, WWC, policy and insurance requirements for contractors.

Recruitment, screening and induction requirements for short term appointees are dependent on their level of interaction with children and young people both in terms of unsupervised contact they may have and the duration of contact. Refer to the 'Table of Recruitment, screening and induction requirements for short term appointees' for assessing level of risk. Staff can refer to the Child Protection Officer or Administration Manager for advice regarding short term appointments and determination of risk.

Use of External Recruitment Agencies

When external recruitment agencies are used, we make sure that they undertake recruitment processes that meet these recruitment and screening guidelines, and that they provide records to us that demonstrate their compliance with these requirements.

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Records and documentation

We maintain records of our recruitment and screening processes including:

- Recruitment applications
- WWC and Criminal History Checks
- Interview notes
- Reference checks

Safeguarding Online Training

All employees and volunteers are required to complete the Safeguarding Children training prior to commencement. A copy of the certificate of completion will be kept with the personnel file or volunteer record.

Communication

We communicate our Recruitment and Screening Guidelines to personnel responsible for recruitment and screening. We involve our personnel in reviews of our Recruitment and Screening requirements. We communicate any significant alternations to these guidelines and resources to all personnel who assist in recruitment 'involved' personnel.

Supporting Resources

- Recruitment Advertising Statements
- Recruitment File Checklist
- Verbal Reference Check Template
- Written Reference Check Form
- Recruitment Interview Template
- Management of Working With Children Checks
- Table of Recruitment, screening and induction requirements for short term appointees
- Recruitment Agency and Labour Supplier Hire Guide