

# Recruitment and Selection Policy and Procedures (VIC)

Section  
Number  
Version  
Page  
Approved  
Date  
Review

Human Resources  
5ac  
10  
1 of 12  
ASC Board  
June 2023  
April 2024

---

## Executive Summary:

The purpose of this Policy is to ensure that a consistent and compliant recruitment and selection process is adopted by the Anglican Schools Commission (ASC) and its schools. The Policy ensures that the Victorian Institute of Teaching (VIT), Royal Commission into Institutional Response to Child Sexual Abuse – Recommendations and Screening (Nationally Coordinated Criminal History Checks (NCCHC) and Working with Children Clearance (WWC Clearance)) obligations are met.

## Key Actions:

- An individual personnel file must be established for all staff.
- All staff, including volunteers and contractors, must be appropriately screened - teacher registration, reference check, WWC Clearance, NCCHC etc. **(Appendix 1)**
- Schools must ensure compliance with current directions relating to vaccination requirements e.g., COVID-19.
- Schools must monitor expiry dates of WWC Clearances, NCCHCs and teacher registrations (VIT).
- Schools validate WWC Clearances provided and register their interest to ensure they are notified of a Negative Notice.
- Records must be retained in electronic or hard copy.

**NB:** The list above is not exhaustive, and the Policy should be read in full to understand all obligations.

## **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) in Victoria.
- 2.2 This Policy details requirements in relation to recruitment and selection, compliance with the Victorian Institute of Teaching (VIT) and the Royal Commission into Institutional Response to Child Sexual Abuse – Recommendations. The Policy also details screening requirements such as Nationally Coordinated Criminal History Checks (NCCHC) and Working with Children Clearances (WWC Clearance).

## **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 ASC community.
- 3.3 Recruitment and selection procedures shall reflect equal opportunity and gender equity principles.
- 3.4 The appointment process must comply with vaccination requirements e.g., COVID-19.
- 3.5 The appointment process must comply with strict screening procedures e.g., WWC Clearance, NCCHC (**Appendix 1**).
- 3.6 Appointment processes must comply with the ASC Privacy Policy and Procedures.
- 3.7 A contract of employment, in the approved format, is formed by the written offer and written acceptance of the position.
- 3.8 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 2**).
- 3.9 Schools must develop their own recruitment and selection process, which aligns with this Policy, and publish it on the website.

## **4 Procedures**

Procedures are applicable to all appointments.

### **4.1 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 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 preferably advertised in the media and/or online.

#### 4.2 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. Following the interview, unsuccessful applicants are informed of the outcome as soon as practicable.
- e. The Chief Executive Officer (CEO)/Principal, and any member of the panel, must disclose to the Chair of the Board/School Council any conflict of interest regarding a prospective appointment e.g., a member of the family, friend and excuse themselves from the panel, unless approved by the Chair of the Board/School Council.

**NB:** this applies to new appointments and internal promotions (including appointments from other ASC schools).

#### 4.3 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 identity, qualifications and experience as required by the ASC/School.
- c. All teachers must be registered with VIT.
- 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., new appointments, existing staff, a member of family or friend are applying for a position or internal promotion (including appointments from another ASC schools). 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.

#### 4.4 Employee Screening

The ASC/School will ensure that:

##### a. Governing Body - Board

- Members of the Governing Body must be fit and proper persons for carrying out their responsibilities. Refer to 'Annual Declarations' in the Board Governance Manual.
- Members of the ASC Board must:
  - i. advise the ASC if their situation changes which would impact on their ability to be deemed fit and proper;
  - ii. provide a copy of a NCCHC (renew every three (3) years);
  - iii. provide a copy of a WWC Clearance - Chair of the Board/SCEO/Chief Operating Officer (**Only NB:** to be renewed every five (5) years); and
  - iv. provide a Director Identification Number (DIN).
- Refer to **Appendix 1** for Employee Screening Matrix – WWCC and NCCHC.

##### b. School Council

- Members of the School Council must:
  - i. provide a copy of a NCCHC (renew every three (3) years); and
  - ii. provide a copy of a WWC Clearance - Chair of the School Council (**Only NB:** (to be renewed every five (5) years).
- Refer to **Appendix 1** for Employee Screening Matrix – WWCC and NCCHC.

##### c. Teaching Staff (Including Principals)

- All prospective employees at ASC schools are required to provide a copy of their VIT registration.
 

**NB:** NCCHC is included in the VIT registration process and is required to be renewed once every five years thereafter.
- The prospective employee will pay any costs associated with this process.
- The CEO/Principal may, at their sole discretion, require a current employee (as at the date of this Policy) to obtain a NCCHC.
- The CEO/Principal may, at their sole discretion at any time, also require any current employee to renew their NCCHC. The employer will pay the costs associated with this process.

- Refer to **Appendix 1** for Employee Screening Matrix – WWCC and NCCHC.
- d. Non-teaching Staff (Including Student Volunteers (18+), and Non-teaching Chaplains)
- All prospective employees at ASC schools are required to provide a copy of a WWC Clearance and a NCCHC. The NCCHC must have been issued no longer than six (6) months 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.
  - All prospective employees at the Head Office, who visit schools, are required to provide a copy of a WWC Clearance (e.g., Directors and Internal Auditor, Communications Team).
  - All prospective employees at the Head Office, who do not visit schools, are required to provide a copy of a NCCHC.
  - A NCCHC must be renewed every three (3) years and staff must advise the school if their situation changed which would impact on their suitability to continue to work. The employee will pay the costs associated with this process.
  - The CEO/Principal may, at their sole discretion, require a current employee (as at the date of this policy) to obtain a NCCHC.
  - The CEO/Principal may, at their sole discretion, also require any current employee to renew their NCCHC. The employer will pay the costs associated with this process.
- e. Chaplains (Teaching and Non-teaching)
- In addition to the employee screening requirements (4.4 a-d), the school must seek confirmation that Chaplains licensed by the Diocese to minister in schools meet the requirements of the Safe Ministry Policy Statement (**Appendix 2**).
- f. Peripatetic Staff (e.g., Music Tutors)
- All Peripatetic Tutors are required to provide a WWC Clearance and/or possess a current WWC Clearance "Assessment Notice".
- g. Contractors
- Contractors coming into the School who will not have any direct contact with students are not required to hold a WWC Clearance, however, they must have a valid NCCHC.
- NB:** Where contractors are required to come on site at short notice and do not have a WWC Check, they will be supervised at all times.
- h. 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 WWC Clearance is 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 examples of where a WWC Clearance is not required.
  - i. Parents volunteering in certain activities where their child is also involved or participates (unless attending an overnight activity).
  - ii. Student volunteers, under 18 years of age.

**NB:** Where a WWC Clearance is not required, a NCCHC must be obtained.

- 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 relevant School Code of Conduct.

i. Other Personnel

Those paid by the School to perform roles with/for students under the age of 18 years as are required to undergo a WWC Clearance, and/or possess a current WWC Clearance "Assessment Notice" e.g.:

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

**NB:** An overseas criminal records check may be requested for positions filled by overseas applicants or new arrivals.

#### 4.5 **Records Management**

4.5.1 The ASC/School must ensure that documentation containing personal information about unsuccessful applicants, such as application forms, resumes, is retained for no longer than twelve (12) months.

4.5.2 The ASC/School must destroy all documentation e.g., paper and electronic form.

#### 4.6 **Roles and Responsibilities**

##### Qualifications and Experience

4.6.1 Prior to commencing employment, the ASC/School must ensure all employees are suitably qualified.

4.6.2 The ASC/School must monitor ongoing registration/qualification to ensure they remain current.

##### WWC Clearance

4.6.3 Prior to commencing employment, the ASC/School must ensure all employees, volunteers, students (18+ years of age) and contractors who engage in child-related work have a valid WWC Clearance.

4.6.4 The ASC/School must keep adequate records (staff register), namely:

- Full name;
- Date of birth (staff only);
- WWC Clearance number (or application number) – ASC/School must ensure 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 – ASC/School must monitor and ensure that employees, volunteers and students who continue their child-related work renew their WWC Cards one to three months before their current WWC Card expires;
- Date and outcome of online verification.

4.6.5 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 WWC Clearance.

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.

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

To verify a Working with Children status online.

- <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 employee's 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 twenty-one (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 also ensures that ASC/School are informed of a Negative Notice.

#### NCCHC

4.6.7 The ASC/School must confirm that a valid NCCHC has been obtained (where applicable).

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

#### Vaccinations

4.6.9 The ASC/School must validate and record evidence of vaccination in accordance with current directions.

#### 4.7 **Offer of Employment**

4.7.1 The CEO/Principal (or delegate) 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.

4.7.2 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.

4.7.3 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 NCCHC, WWC Clearance, current VIT registration, letter of acceptance and relevant correspondence (as applicable).

4.7.4 A short-term position is to replace a staff member for a period of no longer than two (2) years duration.

#### 4.8 **Contractors**

4.8.1 As part of any new or renewed contract, regular contractors/sub-contractors will be required to undertake a NCCHC 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.

4.8.2 Contractors engaged to work with children are required to have a current WWC Clearance prior to commencing work.



## **FURTHER INFORMATION**

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>

## **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)

## EMPLOYEE SCREENING MATRIX – WWC Clearance AND NCCHC

Employees	WWCC (1)	NCCHC (2)
<b>Chair of Board / Chair of School Council / CEO / CFO / COO.</b>	Y	Y
<b>Board / School Council.</b>	N	Y
<b>Teachers (Incl. Principals)</b> All require teacher registration (VIT).	N (3)	N (4)
<b>Non-teaching Staff/Volunteers</b> <b>Example:</b> Business manager, non-teaching chaplain, canteen staff, school nurse, student volunteers (18+), grounds people, contractors (child-related work), volunteers (child-related work) etc.	Y	Y
<b>Other Non-teaching Staff</b> <b>Example:</b> school administrators/finance etc.	N	Y
<b>Parent Volunteer</b> (overnight camp)	Y	N
<b>Volunteers and Contractors</b> All other contractors (non-child related work), Student volunteers (under 18 years of age) and parent volunteers.	N	Y
<b>ASC Head Office Staff</b> Directors and staff who visit schools (e.g., Internal Auditor, Communications Team).	Y (5)	Y
<b>Other Head Office Staff</b> All other ASC Head Office staff.	N	Y

#	Note
(1)	Valid for 5 years.
(2)	Renew every 3 years.
(3)	WWCC not required for VIT registered teachers.
(4)	VIT registration application process includes a NCCHC. <b>NB:</b> VIT registration renewed annually. NCCHC renewed every 5 years.
(5)	WWC Check issued in WA.

**WWCC** - Working with Children Clearance **NCCHC** - Nationally Coordinated Criminal History Check

**NB:** The examples provided above are not exhaustive, please contact the ASC if you have any further questions.

**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)

### Version Control

Version	Date	Summary of Changes
1	Jun-12	New Policy
2	Jun-15	3 yearly review
3	Feb-17	Updated to include Working with Children Check requirements (Policy name changed to reflect this), update outdated regulator references; and include procedures, roles and responsibilities.
4	Aug-17	Update to reflect changes regarding 'supervision' - require WWCC.
5	Oct-18	Updated to include recruitment.
6	Jun-19	Updated to make reference to the Safe Ministry to Children Canon
7	Apr-21	Victoria specific policy – remove reference to NSW and WA. Clarify NCCHC and WWC Check obligations. New policy format.
8	Jun-22	Amend WWC Checks to WWC Clearance - <a href="#">Worker Screening Act 2020 (Vic)</a> and <a href="#">Ministerial Order 870/Ministerial Order 1359</a> . Vaccination requirements Records management
9	Dec-22	Update screening requirements
10	Jun-23	Update Qualifications and Experience. Update screening for parents and volunteers.