



Sacred Heart School

Corryong

Recruitment Procedure

Sacred Heart School will apply the most thorough and rigorous standards in the recruitment and screening of staff and volunteers. We interview and conduct referee checks on all staff and volunteers and require police checks and Working With Children Checks (WWCC) for all staff (other than teaching staff as teachers registered with the Victorian Institute of Teachers do not require a WWCC) and volunteers. Our commitment to Child Safety and our screening requirements are included in all advertisements for staff and volunteer positions.

When advertising for staff we include the following statement:

Sacred Heart School is a Child Safe School committed to upholding the Child Safe Standards, Managing the Risk of Child Abuse in Schools as per Ministerial Order 870.

Employment is subject to a successful Police Check, Working with Children's Check and a commitment to upholding the Child Safe Standards, including the School's Code of Conduct for all staff.

As part of the Recruitment process, applicants will be:

provided with a statement that sets out the job's requirements, duties and responsibilities regarding:

*child safety, and

*essential or relevant qualifications, experience and attributes in relation to child safety

informed about the school's child safety practices including the school's child safety code of conduct

informed of their role in ensuring a child safe environment

advised that the selection process will involve a rigorous background check including a current Working with Children Check (WWCC)

As part of the Screening/Background check processes the school will:

check at least two forms of personal identification eg driver's licence, passport to ensure the name and address are the same as those provided by the applicant

ensure the applicant has an original academic transcript or qualification/s that confirms their claims about their qualifications or registrations

- ensure the applicant is registered by the Victorian Institute of Teaching (VIT), verify the registration and ensure it is current? (noting that a teacher registered with VIT does not need a Working with Children Check)
- sight and retain a copy of the applicant's current Working with Children Check
- check that there are no unexplained gaps in the applicant's employment history. If so, are there satisfactory explanations such as travel, study leave, family leave?
- conduct other background searches eg by using Google, Facebook or LinkedIn
- check that the applicant has nominated at least two referees including:
 - *the current or most recent employer, and
 - *direct supervisor/line manager.
- check there are no personal relationships between the applicant and his or her previous supervisor/manager (this may affect the objectivity of the reference)
- check with the referee that the work history and previous employment details the applicant has provided are accurate
- check that the referee(s) has directly supervised the applicant and observed their work with children
- check if the referee(s) would employ the person again
- check if the referee(s) have any concerns about the applicant working directly with children?
- check if the referee(s) have any concerns about the applicant's adherence to the organisation's code of conduct
- ask the referee(s) about a time when they observed the applicant managing the behaviour of a child
- contact the referee to confirm authenticity if the reference is in writing
- check if the applicant has experience working with children outside their employment (eg volunteering, private tutoring or coaching, non-commercial child-minding etc)?