RECRUITMENT AND ENGAGEMENT POLICY

1.0 INTRODUCTION

St Brendan's Catholic Primary School, Lakes Entrance (the School) as a Diocese of Sale Catholic Education Limited (DOSCEL) school is committed to best practice Catholic Education in Victoria, and the highest quality opportunities and outcomes for every student in the School. Strong human resources practices can help reduce the risk of child abuse by new or existing staff, volunteers and independent contractors.

The commitment to the full implementation of *Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises* (Ministerial Order No. 1359), supervision, training and other human resources practices reduces the risk of child abuse by new and existing personnel. Ensuring the recruitment and engagement of high performing staff, volunteers and independent contractors guarantees consistent, expert employment practice within the School.

DOSCEL is an equal opportunity employer and values a diverse and inclusive workplace by welcoming employees from all appropriately qualified applicants. When required and reasonably practicable, the School and the DOSCEL Office will make reasonable adjustments to accommodate its people.

2.0 PURPOSE

The purpose of this Policy is to provide a clear, consistent and child-safe framework for the attraction, recruitment and engagement of employees, contractors and volunteers across the School and DOSCEL.

This Policy ensures recruitment practices uphold Catholic identity and values, support high-quality education, and meet all legislative and regulatory obligations.

3.0 CATHOLIC MISSION

The School brings to life the mission of the Catholic Church by engaging and aligning all efforts toward the achievement of DOSCEL's vision for education: *faith-inspired educational excellence for a hope filled future*.

4.0 COMMITMENT TO CHILD SAFETY

The School holds the care, safety and wellbeing of children and young people as a central and fundamental responsibility of Catholic education. This commitment is drawn from the teaching and mission of Jesus Christ.

5.0 SCOPE

The Policy forms part of the School's policies for child safety and wellbeing. The Policy and associated Guidelines take into account relevant legislation, including the specific requirements of the Child Safe Standard 6 as set out in *Ministerial Order No. 1359*, *Worker Screening Act 2020 (Vic.)* and other relevant legislation such as the *Privacy Act 1988 (Cth)* and requirements under federal and state law for anti-discrimination.

This Policy applies to:

- The employment/engagement of staff at the School.
- All DOSCEL schools.
- DOSCEL Office.
- Contractors, volunteers and external service providers undertaking work on behalf of the school and DOSCEL.
- Any person engaged in child-connected work across the School and the DOSCEL Office.

This Policy informs the:

- *DOSCEL Employment Guidelines.*
- *DOSCEL Engagement Guidelines.*
- *DOSCEL Visitor Guidelines.*

6.0 POLICY OUTCOMES

6.1 The School and the DOSCEL Office have clear and transparent recruitment and engagement processes.

6.2 Employed School and DOSCEL staff accept and actively uphold the Catholic educational philosophy of the School and the DOSCEL Office, demonstrating alignment with their values in their daily work.

6.3 Staff, volunteers and contractors model conduct, in both words and actions, that reflects Catholic values, avoiding any influence contrary to the teachings of the Church.

6.4 All non-teaching staff and volunteers hold a valid Working With Children Check (WWCC) as appropriate to their engagement at the School.

6.5 All teachers have current registration with the Victorian Institute of Teaching (VIT).

6.6 The School and the DOSCEL Office will manage conditions related to registration of teachers.

6.7 All applicants undergo screening prior to appointment, verifying and recording information about a person being selected to perform child-connected work. This includes the Principal or nominated staff member sighting and verifying:

- VIT registration and an associated Nationally Coordinated Criminal History Check (NCCHC).
- WWCC for non-teaching staff.
- personal identity verification and background checking.
- professional and other essential or relevant qualifications.
- an examination of their history of child-connected work.
- all Visa requirements are identified and met before engagement, where relevant.

6.8 Personnel engage in regular, ongoing professional development to maintain and strengthen their capability.

6.9 The appointment of all volunteers is approved by the Principal.

6.10 All volunteers, including parents and carers, undergo screening prior to their engagement by the School. This includes:

- personal identity verification and background checking.
- verification of WWC Check through the WWCC website or Service Vic app.
- verification of professional and other essential or relevant qualifications.
- an examination of their history of child-connected work.

6.11 Recruitment and engagement processes are carried out fairly, lawfully and consistently, ensuring transparency and compliance.

6.12 Once appointed, the person's WWCC is sighted, verified and recorded. New employees must not commence work until:

- all probity checks are finalised and recorded (e.g. VIT registration, WWCC).
- the employment contract is signed and salary confirmed.
- On-boarding is completed by both the Principal and the employee.

6.13 The Principal must maintain a register of VIT registrations, including name, VIT number, expiry/renewal date, and registration category, and a register of WWCC. Those exempt from holding a WWCC will also be listed, with the reason why a valid WWCC is not required.

6.14 The School maintains a documented procedure outlining how the VIT register is updated, checked and monitored.

7.0 DEFINITIONS

7.1 **Employee:** a person that is hired to provide a service to a school either on a full-time, part-time or casual basis in exchange for payment.

7.2 **Independent Contractor**: a person who is self-employed and provides services to clients. They operate differently to employees and are seen as owners who run their own business.

7.3 **Volunteering:** means time willingly given without financial gain.

7.4 **Child-related work**: *The Worker Screening Act 2020 (Vic)* defines 'child-related work' as work which usually involves (or is likely to involve) direct contact with a child, irrespective of whether that contact is supervised or not, and in any of the child-related occupational fields listed in the Act. The definition of direct contact includes oral, written or electronic communication as well as face-to-face and physical contact. 'Child-related work' may be either paid or unpaid (voluntary).

7.5 **Staff:** Staff or Staff member refers to the DOSCEL board, board committee and working party members, DOSCEL executives, employees, contractors, consultants and volunteers in DOSCEL schools and offices.

7.6 **Working with Children Check:** A Working with Children Check (WWCC) is required by persons doing child-related work in Victoria as paid workers and volunteers, where that work is not directly supervised by someone with an appropriate check. It is a screening process for assessing people who work with, or care for children administered by the Department of Justice in Victoria. A WWCC is not required by teachers who hold current VIT registration.

7.7 **The Victorian Institute of Teaching (VIT):** The VIT is an independent statutory authority for the teaching profession, whose primary function is to regulate members of the teaching profession to ensure quality teaching, and provide for the safety and wellbeing of children.

7.8 **Nationally Coordinated Criminal History Check (NCCHC):** is conducted with Informed Consent to determine suitability for employment, a position of trust or as required by legislation.

8.0 COMMUNICATION

This Policy is available on the School website and provided to parents upon request.

This Policy is available to staff upon engagement in the School.

9.0 POLICY INFORMATION

Policy Owner	People, Culture and Safety
Approving Authority	DOSCEL Board
Assigned Board Committee	Finance, Audit and Risk
Board Approval	20 February 2026
Risk Rating	Medium
Implementation	March 2026
Review Date	2028

POLICY DATABASE INFORMATION	
Supporting Documents	Recruitment and Engagement Procedure DOSEL Employment Guidelines DOSCEL Engagement Guideline DOSCEL Visitor Guidelines