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## *Child Safe Recruitment, Induction and Training Policy*

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### **Rationale**

St Scholastica's College is dedicated to the development of work systems, practices, policies and procedures that promote child protection, child safety and child wellbeing within our College.

The College has developed and implemented Child Safe Recruitment, Induction and Training Policy accordingly, ensuring that newly recruited and existing staff, volunteers and contractors understand the importance of child protection and child safety, are aware of all relevant policies and procedures and are able to minimise the risk of child abuse and other harm. The below points detail the process and procedures the College implements to ensure a safe and supportive environment for all students.

### **Child Safe Recruitment, Screening and Suitability Assessment**

1. **Employment Advertising** – The College's job advertisements state our commitment to child safety.
2. **Position Descriptions** – clearly state the College's commitment to child safety and wellbeing, including the need to have a WWCC.
3. **Child Safe Code of Conduct, Child Safe Reporting Policy and Student Safety and Wellbeing** is sent to all new staff when an offer of employment is extended. They are required to acknowledge they have read and understood the Code prior to commencing employment with the College (a signed copy is kept on their personnel file).
4. **Assessing the Suitability of Potential Staff and Contractors** – in addition to Working with Children Checks (WWC), the College uses a range of screen procedures, including:
  - a. Personal identity verification (100 points system)
  - b. Verification of professional or other qualifications relevant to the role
  - c. Verbal reference checks
  - d. Values based interviewing
5. **Selection Criteria and Values-Based Interviewing** – potential staff are asked questions during the interview process which assists to assess their suitability to work with children and young adults.
6. **Personal Qualifications and Work History Checks** – all relevant qualifications and work histories are checked for accuracy and any discrepancies followed up.
7. **Reference Checks** – the College checks references for all staff and casual and contractor staff as follows:
  - a. Verbal conversations with referees
  - b. Where possible one referee is their most current/recent line manager
  - c. Verify the identity of the referee we speak with
  - d. All reference check conversations are documented
8. **Recruitment Recording Keeping** – The College holds recruitment records for all staff and engagement records for Contractors.

### **Working With Children Checks**

Any worker who engages in child-related work that involves:

- direct contact with a child or children (aged under 18),
- which contact is a usual part of and more than incidental to the work, must hold a valid WWCC clearance.

A WWCC can be obtained from the [Office of the Children's Guardian](#). The process for applying for and renewing a WWCC clearance with the OCG involves a national police check and a review of findings of misconduct.

Before commencing work with the College, the following persons must have a valid and verified Working with Children Check:

- Teachers
- Teaching aids
- Casual teachers
- School counsellors
- Boarding House staff including boarding kitchen contractors
- College cleaners
- Sports coaches
- Music tutors
- Practicum student
- Reception staff
- Administrative, clerical and maintenance staff
- College maintenance contractors
- Canteen staff
- Homestay

### **Workers' Obligations**

Workers must:

- Before commencing work at the College, if they do not already have a WWCC clearance, present their WWCC Application Receipt Number and proof of full name and date of birth to the College, so the College can verify online with the Office of the Children's Guardian that the person has applied for a WWCC.
- On receiving a WWCC clearance, or when renewing an existing WWCC clearance, present their WWCC number and proof of full name and date of birth to the College, so that the College can verify online with the Office of the Children's Guardian that the person has a valid WWCC.
- Apply for and renew their own WWCC clearance (the College cannot apply on behalf of the worker).
- Immediately notify the College and stop working with children if their WWCC clearance is suspended during a reassessment.
- notify the OCG of any change to their personal details within 3 months of the change occurring. Failure to do so may result in a fine.

It is an offence for an employee to engage in child-related work when they do not hold a WWCC clearance or if they are subject to a bar.

### **St Scholastica's College Obligations**

The College must:

- Register and maintain registration online as a child-related employer on the Office of the Children's Guardian website
- Before engaging a new staff member, verify using the online verification system, that each worker who carries out, or is to carry out, child-related work for the College either holds a valid WWCC clearance for their category of work or that they have a current application to the Office of Children's Guardian for a WWCC.
- Verify a worker's WWCC clearance within five working days after the WWCC clearance expires, at the end of every five-year period.
- Keep records for each worker to whom the WWCC applies, including:
  - Full name
  - Date of birth
  - WWCC number or Application Receipt Number
  - Verification date
  - Verification outcome
  - Expiry date
- Not employ, in either paid or unpaid child-related work, a person if the outcome of their online verification is:
  - Barred
  - Interim barred
  - Not found

- Remove immediately on being notified, any barred, interim barred or not found persons from child-related work.
- The Human Resources Manager verifies all WWCC clearances and ensures the College maintains appropriate WWCC records.

## **Process for reporting to Office of the Children’s Guardian**

### **The College**

Independent Schools are defined as a reporting body by the WWC Act. The College is required to advise the OCG of the findings they have made after completing a reportable conduct investigation, including whether they have made a finding of reportable conduct. A finding of reportable conduct in relation to sexual misconduct, a sexual offence or a serious physical assault, must be referred to the OCG’s WWCC Directorate. Information must also be referred internally to the OCG’s WWCC Directorate if it meets the threshold for consideration of an interim WWCC bar, as per Section 17 of the WWC Act, pending a formal risk assessment.

The College may also be obliged to report, amend or provide additional information to the OCG as outlined in the WWC Act and the Children’s Guardian Act.

### **Finding of misconduct involving children**

The College will report any finding of reportable conduct to the OCG. When informing an employee of a finding of reportable conduct against them, the School should alert them to the consequent report to the WWCC Directorate in relation to sustained findings of sexual misconduct, a sexual offence or a serious physical assault.

The WWC Act enables a person who has a sustained finding referred to the OCG to request access to the records held by the College in relation to the finding of misconduct involving children, once final findings are made. The entitlements of a person to request access to information in terms of section 46 of the WWC Act is enlivened when a finding of misconduct involving children has been made.

### **Induction Training**

St Scholastica’s College provide induction and ongoing training about child safety and child protection for all staff volunteers and contractors.

The following people must complete the College’s online Child Safety learning courses, as part of the induction process when they first commence their role at the College:

- Teachers
- Teaching aids
- Casual teachers
- School counsellors
- Boarding House staff including boarding kitchen contractors
- College cleaners
- Sports coaches
- Reception staff
- Administrative, clerical and maintenance staff
- Canteen staff

The following people will receive, information on our Student Safety and Wellbeing Policy, the Child Safe Code of Conduct and Child Safe Reporting Policy and how to report child safety incidents or concerns to the College when they first commence their role at the College.

- Music tutors

The College is committed to providing ongoing training opportunities to ensure all workers maintain the necessary skills and knowledge to work effectively with children and young people.