



# DOBCEL Staff Employment, Screening and Supervision Guidelines

Reviewed: September 2020

Next Review: 2022

## Rationale

Diocese of Ballarat Catholic Education Limited (DOBCEL) Schools will ensure that the employment of any staff, external contractors and providers and the involvement of volunteers in school activities is consistent with [Ministerial Order No. 870- Child Safe Standards - Managing the risk of child abuse in schools \(MO 870\)](#). This following outline the practices for school staff selection, supervision and management practices for a child-safe environment, and the use of external providers, contractors, and volunteers to assist in demonstrating compliance with Section 10 of the Ministerial Order.

Each part of Section 10 is listed in the requirements column and the remaining columns provide advice to schools regarding the use of procedures, practices, policies, protocols, guidelines and supporting staff role and committees which could be cited as evidence of compliance.

### Definitions

**Staff:** staff means an individual working in a school environment who is:

- (a) directly engaged or employed by a school governing authority
- (b) a volunteer or a contracted service provider (whether or not a body corporate or any other person is an intermediary)
- (c) a minister of religion. (Ministerial Order No. 870)

**Employee:** a person as defined in (a) above, that is, is directly engaged or employed by a school governing authority.

Requirements	School Procedures and Practices which could demonstrate that the school is meeting the requirements.	Supporting policies, protocols and guidelines that the school may utilise to demonstrate compliance.	Supporting staff roles and committees that the school may utilise.
<p><b>1.</b> Subject to the requirements of the Education Training Reform Act (ETR), the school governing authority must ensure that the school implements practices for a child-safe environment in accordance with this clause. (Section 10 (1))</p>	<ul style="list-style-type: none"> <li>• Child safety is a standing item on Staff Meeting agenda and the School Advisory Council (SAC) agenda</li> <li>• Risk management procedures for monitoring employment practices for staff are in place</li> <li>• Staff have annual professional learning on child safety</li> <li>• Staff are provided with child safety policy and procedures</li> <li>• Staff (non-employee) sign code of conduct when signing in (electronic sign in)</li> </ul>	<ul style="list-style-type: none"> <li>• DOBCEL Child Safety Policies</li> <li>• DOBCEL Code of Conduct for Directors</li> <li>• DOBCEL Safeguarding Children and Young People Code of Conduct</li> <li>• <i>CECV Guidelines on the Employment of Staff in Catholic Schools</i> available at <a href="http://www.cecv.catholic.edu.au/Industrial-Relations/Communications/Child-Safety">http://www.cecv.catholic.edu.au/Industrial-Relations/Communications/Child-Safety</a></li> <li>• <i>CECV Guidelines on the engagement of volunteers in Catholic schools</i> available at <a href="http://www.cecv.catholic.edu.au/getmedia/14f0d67b-fb34-48eb-bd2c-0a32688b1a96/Volunteer-Guidelines.aspx">http://www.cecv.catholic.edu.au/getmedia/14f0d67b-fb34-48eb-bd2c-0a32688b1a96/Volunteer-Guidelines.aspx</a></li> <li>• <i>CECV Guidelines on Engagement of External Contractors in Catholic Schools</i> available at <a href="http://www.cecv.catholic.edu.au/getmedia/a099f220-2e9a-4b5a-9147-8f11e49a28d1/Contractor-Guidelines.aspx">http://www.cecv.catholic.edu.au/getmedia/a099f220-2e9a-4b5a-9147-8f11e49a28d1/Contractor-Guidelines.aspx</a></li> <li>• <i>VRQA Staff Selection Checklist</i> available at <a href="http://www.vrqa.vic.gov.au">www.vrqa.vic.gov.au</a></li> <li>• <i>CECV Engaging External Labour Providers and casuals</i> available at</li> </ul>	<ul style="list-style-type: none"> <li>• Risk Management Committee</li> <li>• Child Safety Officer</li> <li>• Child Safety Committee</li> <li>• DOBCEL Wellbeing and Safeguarding Standing Committee</li> </ul>

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	<ul style="list-style-type: none"> <li>• Staff (non-employee) without a Working with Children Check (WWCC) (single event) are supervised by a teacher at all times.</li> <li>• Existing staff having ongoing professional development in the policy, procedures and practices for the Child Safe Standards</li> <li>• Risk Assessment Plan developed for events such as fetes, camps, excursions.</li> <li>• Schools maintains a Child safeguarding School Risk Register</li> </ul>	<p><a href="http://www.cecv.catholic.edu.au/Industrial-Relations/Communications/Employee-Obligations">http://www.cecv.catholic.edu.au/Industrial-Relations/Communications/Employee-Obligations</a></p>	
<p><b>2.</b> Each employment role or category of employment roles for</p>	<ul style="list-style-type: none"> <li>• Advertisements for staff positions are to advise that the</li> </ul>	<ul style="list-style-type: none"> <li>• Information packages</li> <li>• Application Forms</li> <li>• Advertisement materials</li> </ul>	<ul style="list-style-type: none"> <li>• School based Interview Panel</li> </ul>

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<p>school staff that involves child-connected work must have a clear statement that sets out:</p> <p>a. the job’s requirements, duties and responsibilities regarding child safety; and</p> <p>b. the job occupant’s essential or relevant qualifications, experience, and attributes in relation to child safety. (Section 10 (2))</p>	<p>school is a child safe school and operates in line with Ministerial Order 870.</p> <ul style="list-style-type: none"> <li>• Information package includes role description and child safety policy and code of conduct</li> <li>• Applicants must complete an application form which outlines experience and relevant qualifications</li> <li>• All qualifications are checked against a certified copy of a transcript of results</li> </ul>	<ul style="list-style-type: none"> <li>• <i>CECV Guidelines on the Employment of Staff in Catholic Schools</i> available at <a href="http://www.cecv.catholic.edu.au/Industrial-Relations/Communications/Child-Safety">http://www.cecv.catholic.edu.au/Industrial-Relations/Communications/Child-Safety</a></li> </ul>	

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<p><b>3.</b> All applicants for jobs that involve child-connected work for the school must be informed about the school's child safety practices (including the code of conduct). (Section 10 (3))</p>	<ul style="list-style-type: none"> <li>• Provided in applicant package</li> <li>• Is stated during job interview as part of background brief for the position</li> </ul>	<ul style="list-style-type: none"> <li>• DOBCEL Safeguarding Children and Young People Code of Conduct</li> <li>• School Vision and Mission statement</li> <li>• DOBCEL School Child Safety Policy</li> </ul>	<ul style="list-style-type: none"> <li>• School based Interview Panel</li> </ul>
<p><b>4.</b> In accordance with any applicable legal requirement or school policy, the school must make reasonable efforts to gather, verify and record the following information about a person whom it proposes to engage to perform child-connected work:</p>	<ul style="list-style-type: none"> <li>• Applicants must provide current Working with Children Check (WWCC) or Victorian Institute of Teaching (VIT) registration. This is checked against the Victorian Institution of Teaching register</li> </ul>	<ul style="list-style-type: none"> <li>• School is required to maintain a register which records WWCC and VIT for all staff.</li> <li>• School is required to retain a Staff File for employees which contains a copy of identity, qualifications, signed contract of employment.</li> <li>• DOBCEL VIT and WWCC Procedures Guideline</li> <li>• <i>CECV Guidelines on the Employment of Staff in Catholic Schools</i> available at <a href="http://www.cecv.catholic.edu.au/Industrial-Relations/Communications/Child-Safety">http://www.cecv.catholic.edu.au/Industrial-Relations/Communications/Child-Safety</a></li> </ul>	<ul style="list-style-type: none"> <li>• School staff responsible for staff recruitment.</li> </ul>

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a. Working with Children Check status, or similar check; b. proof of personal identity and any professional or other qualifications. c. the person's history of work involving children. (Section 10 (4))	<ul style="list-style-type: none"> <li>• Photo proof of identification required e.g. licence, passport or other document.</li> <li>• Referee check to verify work history-information recorded and kept in applicants file</li> </ul>		
<b>5.</b> References that address the person's suitability for the job and working in a child environment. (Section 10 (5))	<ul style="list-style-type: none"> <li>• Reference check with specific questions regarding the suitability to work in child environment</li> <li>• Reference check comments recorded and kept in applicant file</li> </ul>	<ul style="list-style-type: none"> <li>• Selection panel induction</li> <li>• <i>CECV Guidelines on the Employment of Staff in Catholic Schools</i> available at <a href="http://www.cecv.catholic.edu.au/Industrial-Relations/Communications/Child-Safety">http://www.cecv.catholic.edu.au/Industrial-Relations/Communications/Child-Safety</a></li> </ul>	<ul style="list-style-type: none"> <li>• School staff responsible for staff recruitment.</li> <li>• School based Interview Panel</li> </ul>
<b>6.</b> The school need not comply with the requirements in Clause	<ul style="list-style-type: none"> <li>• Would apply to renewal of</li> </ul>	<ul style="list-style-type: none"> <li>• Administration Handbook- procedures for renewal of staff contracts</li> </ul>	<ul style="list-style-type: none"> <li>• School staff responsible for staff</li> </ul>

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10(4) if it has already made reasonable efforts to gather, verify and record the information set out in Clauses 10(4)(a) to 10(4)(d) about a particular individual within the previous 12 months (Section 10 (6))	<p>contracts of existing staff</p> <ul style="list-style-type: none"> <li>All existing staff have provided a copy of their drivers licence or passport.</li> </ul>		recruitment or staff files.
7. The school must ensure that appropriate supervision or support arrangements are in place in relation to: a. the induction of new school staff into the school’s policies, codes, practices, and procedures governing child safety and child-connected work; and b. monitoring and assessing a job occupant’s continuing suitability for child-connected work (Section 10 (7))	<ul style="list-style-type: none"> <li>Employee induction program is developed, implemented, and maintained with an appointed staff member to facilitate.</li> <li>Each new employee is appointed a mentor.</li> <li>All employees engage in performance and</li> </ul>	<ul style="list-style-type: none"> <li>Staff Handbook</li> <li>School Professional Learning Policy</li> <li>Annual Review Meeting Template (or other school approved process)</li> </ul>	<ul style="list-style-type: none"> <li>School staff member responsible for induction and mentors.</li> <li>School staff who lead Annual Review Meetings</li> </ul>

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	development process and annual review meetings that include a process of feedback		