

## Employment, Supervision and Training: Staff, Volunteers, External Providers and Contractors

Siena Catholic Primary School ensures that the employment of any staff, external contractors and providers and the involvement of volunteers in school activities is consistent with The Ministerial Order 870. The following outlines the policy, procedures and practices at Siena Catholic Primary School in ensuring school staff selection, supervision and management practices for a child-safe environment, and use of external providers and contractors and volunteers:

Requirements	School Procedures and Practices	Supporting Policies and Resources
<p>1. Subject to the requirements of the ETR Act, the school governing authority must ensure that the school implements practices for a child-safe environment in accordance with this clause.</p>	<ul style="list-style-type: none"> <li>• Child safety is standing item on SAC agenda</li> <li>• Risk management procedures for monitoring employment practices, new staff, volunteers and external provides and contractors</li> <li>• Staff and volunteers have annual professional learning on child safety</li> <li>• Contractors and external providers are provided with child safety policy, code of conduct</li> <li>• Visitors sign code of conduct when signing in (electronic sign in)</li> <li>• Visitors without a WWCC (single event) are supervised by a teacher at all times.</li> <li>• Governing authority is informed by principal of processes, procedures and documentation of advertising and appointment of staff</li> </ul>	<ul style="list-style-type: none"> <li>• Siena Catholic Primary School’s Child Safety Policy</li> <li>• Siena Catholic Primary School’s Code of Conduct</li> <li>• Siena Catholic Primary School’s Selection Panel Induction</li> <li>• Siena Catholic Primary School’s Risk Register</li> <li>• Risk Management Committee</li> <li>• Child Protection officer</li> <li>• Child Safety Committee</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>• Siena Catholic Primary School’s Induction program for volunteers, external providers and contractors</li> <li>• Siena Catholic Primary School’s Volunteer Application Form (based on CECV)</li> <li>• <i>CECV Guidelines on Engagement of External Contractors in Catholic Schools</i> available at</li> </ul>

	<ul style="list-style-type: none"> <li>• Governing authority is part of panel selection process and is provided with all applicant information and job package</li> <li>• Governing authority approves the appointment of any staff</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 etc.</li> </ul>	<ul style="list-style-type: none"> <li>• <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 <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></li> </ul>
<p>2. Each job or category of jobs for 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.</p>	<ul style="list-style-type: none"> <li>• Information packages 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 e.g. certified copy of transcript of results</li> </ul>	<ul style="list-style-type: none"> <li>• Information packages</li> <li>• Application Forms</li> <li>• Advertisement materials</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>
<p>3. 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).</p>	<ul style="list-style-type: none"> <li>• Provided in applicant package</li> <li>• Is stated at beginning of job interview as part of background brief for the position</li> </ul>	<ul style="list-style-type: none"> <li>• Code of Conduct</li> <li>• Vision and Mission statement</li> <li>• Child Safety Policy</li> </ul>
<p>4. 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> <p>a. Working with Children Check status, or similar check;</p> <p>b. proof of personal identity and any professional or other qualifications;</p>	<ul style="list-style-type: none"> <li>• Applicants must provide current WWCC or VIT registration- This checked against register</li> <li>• 100 point of identification required e.g. licence, passport and one other.</li> <li>• Referee check to verify work history- information recorded and kept in applicant file</li> </ul>	<ul style="list-style-type: none"> <li>• Register- WWCC and VIT</li> <li>• Staff file- copy of identity, qualifications etc.</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>

c. the person's history of work involving children; and		
5. References that address the person's suitability for the job and working	<ul style="list-style-type: none"> <li>Reference check with specific questions re 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>CECV Guidelines on the Employment of Staff in Catholic Schools 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>
6. The school need not comply with the requirements in Clause 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.	<ul style="list-style-type: none"> <li>Would apply to renewal of contracts of existing staff</li> <li>All staff existing staff have provided copy of driver licence (or other)</li> </ul>	<ul style="list-style-type: none"> <li>Administration Handbook- procedures for renewal of staff contracts</li> </ul>
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	<ul style="list-style-type: none"> <li>Staff induction program- staff member oversees and acts as mentor</li> <li>All staff engage in performance and development process and annual review meetings</li> <li>All staff participate in a process of feedback</li> </ul>	<ul style="list-style-type: none"> <li>Staff Handbook</li> <li>Siena Catholic Primary School's Professional Learning Policy</li> <li>Performance and Development Policy</li> <li>Annual Review Meeting Template</li> <li>CEOB Performance and Development Culture Guidelines</li> </ul>

Policy Date: September 2018

Ratified: September 2018

Policy Review Date: September 2023