



Our Lady of Mt Carmel School Mullewa

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APPOINTMENT OF STAFF POLICY

RATIONALE

The Bishop of the Diocese is the employer in diocesan-accountable schools and the Congregational Leader is the employer in order-accountable schools (unless the Congregational Leader has handed this role over to another body).

With respect to diocesan-accountable schools, each diocesan Bishop has delegated his responsibility for the employment of staff to the Catholic Education Commission of Western Australia (CECWA) which, in turn, has delegated the employing authority to the Principal.

In order-accountable schools, the employing authority is the Congregational Leader who may delegate that authority to either the Principal or School Board/Council.

Good recruitment and selection methods are vital to furthering the objectives and ethos of Catholic education and to meeting the needs of the school and its community through the appointment of staff committed to Catholic values and the furtherance of the educational mission of the Church. Appropriate recruitment strategies provide the employer with the ability to acquire the number and type of employees essential for the present and future needs of the school.

In the employment of all staff, the processes of recruitment and selection are key steps to be followed before any contract of employment is entered into. processes leading up to the entering into of a contract of employment. Sound principles and procedures within these processes need to be laid down, in recognition of the fact, each or any of these stages may contribute to an eventual contract of employment.

PRINCIPLES

1. All vacancies for ingoing positions shall be externally advertised.
2. Employers shall observe the employment screening protocols established by the Ministerial Council of Education, Early Childhood Development and Youth Affairs (MCEECDYA) as part of their National Strategies in School to Prevent Paedophilia.
3. Recruitment and selection procedures shall reflect equal opportunity principles. Only teachers who are Catholic, however, are permitted to teach Religious Education.
4. Short listing and interviewing shall be done by a number of people acting as a panel. The panel shall demonstrate due regard for balanced gender representation and include community members, where appropriate.
5. A well structured interview is a crucial stage in the formulation of the contract of employment and shall be conducted with the intention of giving applicants a fair chance to show how they consider themselves suited to the requirements of the position.
6. The nominated referees of short listed applicants, one of whom shall be the current or immediate past educational employer, shall be contacted prior to the offering of the position.

A reference given in confidence shall not be disclosed by the receiver to the person to whom it refers. The Principal has the right to check non-nominated referees.

7. Confidentiality on the part of all members of the panel and any other persons involved in the process of appointment is paramount.
8. The offer of a position is, in effect, a proposal to enter into a contract of employment. Therefore, the terms of the offer and the conditions of employment shall be explicitly stated.
9. An employee's contract of employment will be formed by the offer and acceptance of the position.
10. Structured induction shall be offered to new employees.
11. Costs associated with recruitment, selection and appointment shall be met by the School Board.

PROCEDURES THAT ARE APPLICABLE TO ALL APPOINTMENTS

1. The Principal shall
 - 1.1 Advertise the vacant position in the media or at a minimum, advertise any vacant position in the Catholic Education Office publication, Horizons.
 - 1.2 Convene a panel to undertake the selection process.
 - 1.3 Ensure referee checks, including the immediate past educational employer, are undertaken.
 - 1.4 Interview any applicant prior to an offer of employment being made.
 - 1.5 Sign the Deed of Agreement, Letter of Invitation detailing the conditions of the appointment.
 - 1.6 Provide the appointee with copies of documents pertaining to the person's conditions of appointment.
 - 1.7 Permanently destroy all records pertaining to the unsuccessful applicants following the completion of the appointment process.
2. Screening procedures
 - 2.1 Prospective Employee Checks (only for those employed in school other than Catholic schools in WA).
 - 2.1.1 Step One: (MCEECDYA) check

All Principals/employers must check with the immediate past Principal/employer to ascertain whether the prospective employee is a Category 1, 2 or 3 person.

 - (a) Where the immediate past employer is Department of Education (DoE) or is interstate, the standard form must be faxed to the Catholic Education Office of Western Australia (CEOWA) designated contact person on (08) 9212 9349, to undertake a check with the appropriate contact person, or
 - (b) Where the previous employer is not DoE or interstate, the check should be made directly with the previous employer.

When advised by the CEOWA designated contact person or the previous employer that a prospective employee is ineligible to be appointed to the school.

Where a prospective employee is determined to be ineligible to be appointed to the school in accordance with the above procedure, such person shall be advised of their ineligibility and the reasons thereof.

Normal referee checks must still be undertaken by the Principal.
 - 2.1.2 Step Two: Register

Where the Principal has obtained the advice directly from the previous employer, the CEOWA designated contact person should be advised that a prospective

employee has been rejected because he/she has been identified as a Category 1, 2 or 3 person.

2.2 The standard Category 1, 2 and 3 definitions endorsed by MCEECDYA as part of their National Strategy in Schooling to Prevent Paedophilia are as follows:

2.2.1 Category 1

Names of persons who will not be employed because they have been found guilty in a criminal jurisdiction of a sexual offence or an offence against the person of a student or child.

Names of previous employees who have been dismissed as a result of formal disciplinary action in relation to improper conduct or a sexual nature with a student or child, and who will not be re-employed.

2.2.2 Category 2

Names of employees who have resigned, retired and been dismissed (not being Category 1 or 3) and to whom the employer had given notice that it:

- was dissatisfied with, or
- intended to examine or investigate, or
- was in the process of examining or investigating actions in relation to improper conduct of a sexual nature with a student or child; and
- subsequent investigations revealed sufficient evidence that indicated, on the balance of probabilities, that the employee had committed the alleged improper conduct; and
- on the basis of that finding, who would have been dismissed; and
- who have been placed on the employer's 'not to be employed' list.

2.2.3 Category 3

Names of current or former employees who have received a formal written warning or penalty imposed as a result of allegations of improper conduct of a sexual nature between the employee and a student or child, which have been substantiated.

2.3 Current WACOT registration must be sighted and copied for teaching staff. Other employees must provide a current "CrimTrac" 100 point police clearance.

2.4 Current Working with Children card must be sighted and copied for all staff.

2.5 The cost of the above registrations are borne by the employee.

2.6 The CEOWA designated contact officer is the Coordinator of Employee and Community Relations.

Phone: (08) 9212 9267

Fax: (08) 9212 9349

3. Principals of diocesan accountable schools seeking any exemption from this policy or its procedures shall gain the approval of the Director of Catholic Education. In order accountable schools, any exemption from this policy shall be approved by the Congregational Leader after consulting the Director of Catholic Education.