

Appendix C: Recruitment, Screening, Induction and Training of Personnel

1. Introduction – Recruitment and Screening of Personnel

- 1.1. The Diocese, parishes, agencies, and entity leadership recognise that the selection, recruitment, and screening of suitable and appropriate persons to work and volunteer in child -related roles plays an important role in relation to child safety.
- 1.2. The Diocese, parishes, agencies, and entities will apply thorough and rigorous screening processes in the recruitment of employees, volunteers and contractors who are engaged in a child related role/direct contact with children. The commitment to child safety and screening requirements are included in all advertisements for such employee, volunteer, and contractor positions.
- 1.3. All applicants for paid positions are provided with copies of the Safeguarding Policy for Children and Young People.
- 1.4. All applicants for volunteer and contractor positions are provided with a summary of the Safeguarding Policy for Children and Young People.
- 1.5. Recruitment and screening resources have been provided to parishes, agencies and entities and can be located on the Diocesan website (secure site, see link below). Authorised personnel can contact the Safeguarding Co-ordinator of the Diocese for details regarding the username and password.
<https://www.sandhurst.catholic.org.au/login>
- 1.6. The recruitment and screening resources include:
 - Flowchart to assist with the process of engaging new volunteers.
 - WWCC and Criminal History Guide.
 - Flowchart to assist with ensuring WWCC is current (no Exclusion notices).
 - Registration form includes recruiting process.
 - Description of role for volunteers (sample of descriptions).
 - Role description of parish Safeguarding (Child Safety) Officer/Team member.
 - Record of Interview (sample of interview questions).
 - Conducting referee checks.
 - Letter of acceptance (including probation period).
 - Induction program for new personnel includes:
 - The Diocese/Parish Safeguarding Policy (or Summary) and Code of Conduct.
 - Children’s rights/respect for children regardless of individual characteristics, cultural backgrounds, and abilities.
 - How to respond to a disclosure of harm from a child.
 - Complaint processes.
 - Reporting obligations.
 - e safety.
- 1.7. When recruiting and selecting employees, volunteers and contractors for positions that involve child related roles/direct contact with children, we make all reasonable efforts to:
 - Advertise the position (including position description).

Welcome applicants from Aboriginal and Torres Strait Islander and Culturally Linguistically Diverse backgrounds to apply for positions to reflect the diversity in our Diocese.

- Interview applicants and obtain proof of personal identity and any professional or other qualifications.
- Call 2 referees to check suitability for shortlisted candidates to assess if the applicant is suitable for the role for working with children where this is relevant to the role.
- Obtain a Police check where appropriate. (Refer to National Police Check Protocol - Appendix F).
- Obtain a current Working with Children Check (WWCC). (Refer to Working with Children Check Protocol - Appendix G).
- Provide the successful applicant with a letter confirming appointment.
- Provide induction as soon as possible and before any work with children commences.
- Provide Safeguarding training before any work with children commences.

It is a requirement of the Diocese that all safeguarding records are maintained for a minimum of 50 years, refer to the parish/diocesan privacy policy for further information. Contact the Diocesan HR department on (03) 5445 3625 for advice on employment contracts.

2. Supervision and people management

2.1. It is a requirement of the Safeguarding Policy for Children and Young People that positions that involve child related roles/direct contact with children are provided with supervision and support, to undertake their role in a manner which promotes the safety of children. This supervision and support mean these persons:

- Are provided with a probationary period for new employees and volunteers, to allow time to assess suitability for the position.
- Are provided with information and/or training designed to equip the person to meet the requirements of their role.
- Participate in a mentoring or 'buddy' system for all new personnel.
- Are provided with opportunities to raise concerns formally or informally about harm to children.

3. National Police Check

3.1. **Refer to Appendix F** for further details on who is required to undergo a check.

4. Working with Children Check (WWCC)

4.1. **Refer to Appendix G** for further details on WWCC and who is required to pass a WWCC.

5. Australian Catholic Ministry Register ACMR

5.1. All clergy and Religious of the Diocese have an ACMR number. Clergy and Religious from another Diocese undertaking religious duties are required to provide their ACMR number to the Chancery office, this supplies a testimony of suitability to work in the Diocese, or until gaining the ACMR provides the standard warranty documentation. The Diocese maintains records of all ACMRs.

6. Induction and Training of Personnel

- 6.1. The Diocese provides parishes, agencies, and entities with regular and appropriate opportunities to develop their knowledge of openness to and ability to, address child safety matters. This includes induction, ongoing training, and professional learning to ensure that employees, volunteers, contractors, clergy and Religious understand their professional and legal obligations, responsibilities, and the procedures for reporting suspicion of child abuse and neglect.
- 6.2. All employees, volunteers, contractors, clergy, and Religious working in ministry across the Diocese are required to complete safeguarding on-line training modules upon commencement and on a biennial basis. This training is designed to provide foundational knowledge to:
- Understand their duty of care in relation to safeguarding, children, young people, and vulnerable persons across the Diocese.
 - Identify behaviour that constitutes child abuse or neglect including grooming.
 - Understand the indicators of abuse.
 - Respond to and report allegations or concerns regarding abuse.
 - understand children and young people's diverse circumstances, and provide support and respond to those who are vulnerable.
 - Paying particular attention to the needs of Aboriginal children and young people and provision/promotion of a culturally safe environment.

The on-line training may pose challenges to volunteers without access to a computer or those who are not familiar with technology. The Diocese can provide a Power Point presentation to assist parish leadership groups with hosting learning sessions at a time that suits those volunteers. The parish, agency or entity is responsible for keeping records of training.

- 6.3. Where volunteers (no direct contact with children) are unable to attend formal training either on-line or in person at Power Point presentations the parish, agency or entity is to provide and induction to ensure the volunteer has appropriate awareness of safeguarding policies and procedures, risk management processes and complaints handling procedures. This is to be used on an exception basis to address existing/long-term volunteers who cannot attend formal training. Refer to <https://www.sandhurst.catholic.org.au/login> screening documents/ induction process for existing volunteers.

7. Working Safely with Children and Young People (on-line training)

In addition to the on-line safeguarding training, employees, volunteers, contractors, clergy and Religious who are engaged in child related roles/direct contact with children will be required to complete the Comprehensive on-line training module upon commencement and every 2 years. The training is designed to provide additional knowledge about:

- Conducting safe programs
- Role boundaries
- Risk assessment in relation to child safety
- Practice and behavioural guidelines
- Empowerment of children and young people

For information regarding on-line training modules or for information on PowerPoint presentations contact the Safeguarding Co-ordinator of the Diocese.

8. Australian Catholic Safeguarding Limited (ACSL) Training

Members of the Safeguarding Committee and the Safeguarding Co-ordinator of the Diocese are required to attend the ACSL Introductory Safeguarding training and Applying the Standards training.

9. Contacts:

Safeguarding Co-ordinator of the Diocese

Phone: 0438 951 010

Email: childsafety@sandhurst.catholic.org.au

HR Officer of the Diocese

Phone: (03) 5445 3625 Email: hr@sandhurst.catholic.org.au