



## St James' Parish School Recruitment Policy

### Rationale

St James' Parish School operates with the consent of the Bishop of the Catholic Diocese of Ballarat and is owned, operated and governed by the Diocese of Ballarat Catholic Education Limited (DOBCEL).

St James' Parish School only engages people who are suitable to work with students at the school and has developed and implemented child-safe human resources practices accordingly.

### Policy Statement

All teachers employed are required to have Victorian Institute of Teaching (VIT) registration and, as part of that registration, they are required to apply for a Nationally Coordinated Criminal History Check (NCCHC). In view of the broader NCCHC, teachers are exempt from a Working with Children Check (WWCC).

All other staff are required to apply for a Working with Children Check (WWCC), and NCCHC.

All volunteers, including parent/carer volunteers, are required to apply for a WWCC. The school may also request a NCCHC of volunteers.

All staff and volunteers are instructed about the school's child safety policies and are required to comply with the school's understanding of a child protection culture and minimisation of the risk of child abuse.

Staff and volunteers are provided with appropriate training and development opportunities as well as ongoing supervision and management to ensure their conduct is consistent with the school's child safety and wellbeing policies and procedures.

This policy is to be read in conjunction with the St James' Parish School Recruitment Procedure.

### Definitions

**Staff** of the school are individuals who are working in any school environment (physical, online or virtual space) and are:

- engaged directly or employed by the school;
- a contracted service provider (whether or not a body corporate or any other person is an intermediary).

**Volunteers** are individuals who perform work without remuneration or reward for St James' Parish School in any school environment (physical, online or virtual space), including a minister of religion, a religious leader or an employee or officer of a religious body associated with St James' Parish School.

### References

Catholic Education Commission of Victoria Ltd (CECV) guidelines:

- [Guidelines on the Employment of Staff in Catholic Schools](#)
- [Guidelines on the Engagement of Volunteers in Catholic Schools](#)
- [Guidelines on the Engagement of Contractors in Catholic Schools](#)
- [NDIS/External Providers: Guidelines for Schools.](#)

### Policy Review and Approval

This policy will be reviewed as part of the school's two-year review cycle of its child safety practices.

**Updated: July 2022**

**Next Review: July 2024**