



**CATHOLIC EDUCATION**  
COMMISSION OF WESTERN AUSTRALIA

Topic:	<b>Appointment of Staff in Catholic Schools</b>
Policy No:	<b>2-C6</b>
Policy Area:	<b>Stewardship</b>
Standing Committee:	<b>School Personnel Committee</b>
Originally Released:	<b>1992</b>
Date for Review:	<b>2015</b>

## 1. Rationale

Sound 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 (Mandate paragraph 38, 90)<sup>1</sup>

In the employment of all staff, recruitment and selection are key processes leading up to the entering into of a contract of employment. Sound principles and procedures need to be established, as each stage may contribute to the eventual contract of employment and retention of staff.

## 2. Definitions

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 through the Director of Catholic Education in Western Australia, who, 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 the School Board/Council.

## 3. Scope

This policy applies to all Catholic schools in Western Australia.

## 4. Principles

- 4.1 An understanding of the Catholic faith, traditions and practices shall be provided for all staff in Catholic schools through their completion of the mandatory Accreditation program.
- 4.2 Child protection is a fundamental responsibility of all adults in Catholic schools.

- 4.3 The National Check of Employment Status employment screening protocol includes a process established by the Ministerial Council for Education, Early Childhood Development and Youth Affairs (MCEECDYA) as part of their National Strategies in Schooling to Prevent Paedophilia for all staff.
- 4.4 Recruitment and selection procedures shall reflect equal opportunity and gender equity principles. Only teachers who are Catholic, however, are permitted to teach Religious Education.
- 4.5 Advertising vacancies helps ensure equality of opportunity.
- 4.6 Assessment processes for job applicants demonstrate commitment to equal opportunity.
- 4.7 A well structured interview affords applicants a fair chance to show how they consider themselves suited to the requirements of the position.
- 4.8 Reference checking is an integral part of the recruitment and appointment process. 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.
- 4.9 Confidentiality on the part of all the panel members and any other person involved in the process of appointment is paramount.
- 4.10 The written offer of a position by the principal 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.
- 4.11 An employee's contract of employment is formed by the written offer and written acceptance of the position.
- 4.12 Induction of new employees promotes engagement and successful participation in the workplace.
- 4.13 Costs associated with recruitment, selection and appointment shall be met by the school.

## **5. Procedures**

### **5.1 Procedures that are Applicable to all Appointments**

#### **The Principal shall:**

- 5.1.1 Develop a position description and selection criteria for all positions.
- 5.1.2 Specify that only written applications, including a Curriculum Vitae or Resume, the names of three Referees, and a statement addressing the selection criteria, will be considered.
- 5.1.3 Advertise all on-going vacant positions in the media or, at a minimum, in the Catholic Education Office publication, Employment on the CEOWA website.
- 5.1.4 Convene a panel to undertake the selection process. Shortlisting and interviewing shall be undertaken by a number of people acting as a panel. The panel shall demonstrate due regard for a balanced gender representation and include community members where appropriate.
- 5.1.5 Ensure all referees of shortlisted applicants are contacted prior to interview.
- 5.1.6 Interview shortlisted applicants using consistent well structured interviewing and questioning techniques to determine the preferred applicant.
- 5.1.7 Prior to an offer of employment being made to the preferred applicant, confirm the references of the preferred applicant with the referees which shall include the current employer. For prospective employees from within the education sector, the current educational employer, or where is no current employer, the immediate past educational employer, shall be contacted for a referee check. For prospective employees from outside the education section, the current employer, or where there is no current employer, the immediate past employer shall be contacted for a referee check. Where there is no previous employer, a relevant character referee for the position shall be contacted prior to an offer of employment being made, eg principal of final practice school.

- 5.1.8 Reserve the right to contact non nominated referees prior to an offer of employment being made.
- 5.1.9 Undertake the National Check of Employment Status – (MCEECDYA) screening of the preferred applicant and retain the completed check.
- 5.1.10 Establish a confidential appointment file for each appointment process which shall contain the position description, selection criteria, a summary of applications received for the position, short listed applicants, interview questions and detailed referee checks for the preferred/appointed applicant.
- 5.1.11 Sign the Letter of Offer detailing the conditions of the appointment, specifying the requirement for a successful National Check of Employment Status, CrimTrac 100 Point Check Police Clearance and Working with Children Check.
- 5.1.12 Establish the employee's personnel file, with details of the position, advertisement, application, evidence of reference checks, interview questions, subsequent National Check of Employment Status screening results, current police check, Working with Children Check, letter of acceptance and relevant correspondence.
- 5.1.13 Provide the appointee with copies of documents pertaining to their conditions of appointment.
- 5.1.14 Ensure police checks and Working with Children Checks are provided.
- 5.1.15 Inform unsuccessful applicants of the outcome as soon as possible, in writing.
- 5.1.16 Permanently destroy all records pertaining to the unsuccessful applicants following the completion of the appointment process for that position.

## 5.2 Screening of Employees

- 5.2.1 The National Check of Employment Status checks the employment history record of prospective employees and includes the MCEECDYA screening categories as follows:

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

### **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 of a sexual nature with a student or child, and who will not be re-employed.

### **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
- intended to examine or investigate
- 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
- on the basis of that finding, who would have been dismissed
- who have been placed on the employer's 'not to be employed' list

### 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.

5.2.2 In addition to evidence of referee checks, the following screening evidence is to be maintained on the preferred applicant/staff member's personnel file.

#### 5.2.2.1 National Check of Employment Status (MCEECDYA)

(All new employees irrespective of any service in the Western Australian Catholic education sector)

The Principal/employer shall check with the current educational employer, or where this is no current educational employer the immediate past Principal/employer to ascertain whether the prospective employee is a Category 1, 2 or 3 person. The Principal/employer shall complete the National Check of Employment Status (MCEECDYA Category Check) standard form provided in this Policy and have it validated by the Catholic Education Office of Western Australia (CEOWA) contact person by fax and retained on the staff member's file.

(All new employees who come from outside the Western Australian Catholic education sector)

- a) Where the immediate past employer is the Department of Education (DOE) or is an interstate Government school or Catholic employer, the standard form must be faxed to the Catholic Education Office of Western Australia (CEOWA) designated contact person to undertake a check with the appropriate contact person, or
- b) Where the previous employer is not (DOE) or is not an interstate Government school or Catholic employer, the check should be made directly with the previous employer. The Principal/employer shall complete the National Check of Employment Status (MCEECDYA Category Check) standard form provided in this Policy Statement and place it on the staff member's file.

#### Negative National Check of Employment Status Advice

When advised by the CEOWA designated contact officer or the previous employer that a prospective employee is a MCEECDYA Category 1, 2 and/or 3 employee, the prospective employee is ineligible to be appointed to the school. When advised that a prospective employee is categorised as 'other' the employer shall consult with the designated CEOWA contact officer.

Where the Principal has obtained the advice directly from the previous employer, the CEOWA designated contact officer should be advised that a prospective employee has been rejected because he/she has been identified as a MCEECDYA Category 1, 2 or 3 person.

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.

#### 5.2.2.2 Compulsory Policy Clearance

- a) All new employees to the school
  - Teaching Staff

Prior to being employed all teachers, including employees moving within the Western Australian Catholic education system are required to provide a current 'CrimTrac' 100 point Check Police Clearance. A

current West Australian College of Teaching (WACOT) registration number shall be provided in lieu of the 'CrimTrac' 100 point Check Police Clearance, as ongoing registration requires a current Police Clearance. Prospective teachers who have arrived in Australia within the last 12 months, shall comply with the additional police clearance requirements set out in 5.2.2 (c) below.

- Non Teaching Staff

Prior to being employed all new employees, aged 18 years and above, including employees moving within the Western Australian Catholic education system, shall provide a current 'CrimTrac' 100 point Check Police Clearance. For employees new to the Catholic Education system in WA this is a 'CrimTrac' issued within the last 3 months. For employees changing from one WA Catholic school to another, where there is no gap of more than 6 months in their employment, this is a 'CrimTrac' not more than 36 months old. The cost of the clearance will be borne by the employee.

- b) New Employees under 18 years of age

New employees under 18 years of age are required to provide a Confidential Declaration confirming that they do not have any convictions, circumstances or reasons that might preclude them working with or near children. The Confidential Declaration is provided in lieu of the 'CrimTrac' 100 point Check Police Clearance. However, once the employee turns 18 years of age, a 'CrimTrac' 100 point Check Police Clearance shall be required to be provided to the employer. The cost of the clearance will be borne by the employee.

- c) New employees who have arrived in Australia within the last 12 months

New employees who have arrived in Australia within the last 12 months are required to provide to their employer a Police Clearance issued by their country of origin within the last 12 months prior to appointment preceding the employee's appointment to the school. Documents are to be translated by a certified agency if necessary. The cost of this clearance is to be borne by the employee.

- d) Working with Children Check

All new employees to the school

Prior to commencing employment all new employees, including employees moving within the Western Australian Catholic education system, shall either undergo a Working with Children Check pursuant to the Working with Children (Criminal Record Checking) Act 2004 (WA) and Working with Children Criminal Record Checking Regulations 2005 (WA) or provide a valid Working with Children Card. The new employee must provide a valid Working with Children Card to the employer. The cost of the Working with Children Check will be borne by the employee.

Employees under 18 years of age do require a Working with Children Check.

### 5.2.3 Contact Officer

The CEOWA designated contact officer is the Workforce Relations Team.

### 5.3 Exemption

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.

## Procedures for Designated Leaders

### 5.4 Head of Primary/Head of Secondary

#### **Deputy Principal/Assistant Principal (or Equivalent position – Vice Principal, Head of School, or other irrespective of title)**

5.4.1 The Interview panel shall consist of:

- the current Principal
- another practising Principal
- a nominee of the School Board or Congregational Leader
- Parish Priest or Priest with an interest in the school

Others may be invited onto the panel, at the discretion of the Principal /Congregational Leader. The Principal shall act as the Convenor/Executive Officer of the Panel.

5.4.2 Persons appointed to the position of Assistant Principal shall:

- be active members of the Catholic Church
- be free from any impediment to full acceptance by the Church
- be able to demonstrate a successful record of teaching and administrative experience
- be able to demonstrate appropriate competencies in the leadership domains of Catholic Identity, Education, Community and Stewardship within the school environment
- have a current WACOT registration number
- have a current Working with Children Card
- demonstrate a high level of interpersonal skills
- have completed Accreditation for Leadership of the Religious Education Learning Area
- have a minimum of seven years relevant educational experience

5.4.3 Persons appointed to the position of Head of Primary/Secondary, Deputy Principal or equivalent position from 1 January 2011 shall:

- be active members of the Catholic Church
- be free from any impediment to full acceptance by the Church
- be able to demonstrate a successful record of teaching and administrative experience
- be able to demonstrate appropriate competencies in the leadership domains of Catholic Identity, Education, Community and Stewardship within the school environment
- have a current WACOT registration number
- have a current Working with Children Card
- demonstrate a high level of interpersonal skills
- have completed Accreditation for Leadership of the Religious Education Learning Area by 31 December 2014
- have a minimum of seven years relevant educational experience

5.4.4 The contract of employment has:

- an Initial Term of three years

- a First Renewed Term of four years
  - a Second Renewed Term of three years
- 5.4.5 Extension of the Initial or First Renewed Term is dependent upon a successful review of performance in relation to the defined responsibilities.
- 5.4.6 No review will occur in the final year of the second renewed term but the incumbent will be advised in the second last year of this term that the position will be advertised.
- 5.4.7 The position shall be advertised in the tenth year. The incumbent may apply; however, should the incumbent be unsuccessful in obtaining a similar position in the current or any other Catholic school, he/she shall have security of employment as a teacher in the current school.
- 5.4.8 **Short Term Positions**
- 5.4.8.1 A short term position is used to replace an incumbent staff member for a period of no longer than two (2) years duration
- 5.4.8.2 Should the Head of Primary/Secondary or Assistant/Deputy Principal be on extended leave from the school for purposes of sick leave, long service leave, maternity leave, special leave, or any other form of approved leave, the Principal or Congregational Leader, where applicable, may appoint a replacement to the position for the duration of the leave. For acting positions of greater than one (1) term's duration, appointments shall be subject to an expression of interest process as a minimum. The appointment process shall adhere to the principles of natural justice and gender equity and be merit based.
- 5.4.8.3 In replacing the Head of Primary/Secondary or Assistant/Deputy Principal, the Principal shall refer to the eligibility criteria listed.

## 5.5 Middle Leadership Positions

- 5.5.1 The interview panel shall consist of:
- the current Principal
  - a Deputy or Assistant Principal, or person in an equivalent position
  - a person with specific experience and qualifications in the relevant discipline
- Others may be invited onto the panel at the discretion of the Principal/Congregational Leader, one of whom shall include the Parish Priest or Priest with an interest in the school.
- 5.5.2 Persons appointed to middle leadership positions (except those with responsibility for Religious Education) shall as a minimum:
- be committed to the teachings and values of the Catholic Church
  - have a current WACOT registration number
  - have a current Working with Children Card
  - be able to provide leadership in the development and implementation of curriculum
  - have completed Accreditation to Teach in a Catholic School requirements
  - have five years relevant educational experience
- 5.5.3 Persons appointed to Religious Education middle leadership positions shall:
- be active members of the Catholic Church
  - be free from any impediment to full acceptance by the Church



- be able to provide leadership in the development and implementation of curriculum
- have completed Accreditation for Leadership of the Religious Education Learning Area requirements
- have a minimum of five years relevant educational experience

5.5.4 The tenure of the middle leadership position shall be at the discretion of the Principal but shall be no less than one year and no longer than eight years, at which time the position is to be advertised. Reviews shall occur at regular intervals of at least three years.

5.5.5 Continuation of the contract is dependent upon a successful review of performance in relation to defined responsibilities.

5.5.6 The position shall be advertised in the final year of tenure. The incumbent may apply. However; should the incumbent be unsuccessful in obtaining a similar position in the current or any other Catholic school, he/she shall have security of employment as a teacher in the current school.

#### 5.5.7 **Short Term Positions**

5.5.7.1 A short term position is to replace an incumbent staff member for a period of no longer than two (2) years duration.

5.5.7.2 Should a person in a promotional position be on extended leave from the school for purposes of sick leave, long service leave, maternity leave, special leave, or any other form of approved leave, the Principal/Congregational Leader may appoint a replacement to the position for the duration of the leave. For acting positions of greater than one (1) term's duration, appointments shall be subject to an expression of interest process as a minimum. The appointment process shall adhere to the principles of natural justice and gender equity and be merit based.

5.5.7.3 In replacing persons in promotional positions the Principal shall refer to the eligibility criteria listed.

### 5.6 **Teaching Staff**

**The following procedures apply for the appointment of staff to teaching or education support positions in all Catholic schools.**

5.6.1 The Principal shall convene a panel consisting of at least two persons. In primary schools, the Parish Priest shall also be invited to be an additional panel member.

5.6.2 Persons appointed to teaching positions shall as a minimum:

- be committed to the values of the Catholic school
- have a current WACOT registration number
- have a current Working with Children Card
- have completed, or undertake to complete Accreditation to Teach in a Catholic School requirements. Teachers of Religious Education shall have completed, or undertake to complete, Accreditation to Teach Religious Education

### 5.7 **Administration and Support Staff**

**The following procedures apply for the appointment of staff to administrative and support positions in all Catholic schools.**

5.7.1 The Principal shall convene a panel consisting of at least two persons.

5.7.2 Persons appointed to Administrative and Support Staff positions shall:

- be committed to the values of the Catholic school
- have appropriate qualifications

- have a current Working with Children Card
- have a valid 'CrimTrac' 100 point Check Police Clearance
- have completed, or undertake to complete Accreditation to Work in a Catholic School requirements where applicable

## 5.8 Additional Information

**While not employees, the following procedures apply for the engagement of contractors and volunteers in all catholic schools.**

### 5.8.1 Contractors

As part of any new or renewed contract, regular contractors/sub-contractors shall be required to undertake a 'CrimTrac' 100 point Check Police Clearance on all of their employees where they intend to use them on a school site. The cost of the clearance will be borne by the contractor.

Contractors engaged to work with children are required to have a current Working with Children Card. Contact the Workforce Relations Team for further information.

### 5.8.2 Volunteers

Where volunteers are doing voluntary work with children, and their likely duties involve contact with children, then a Working with Children Card shall be required unless the volunteer is exempted.

- Parents generally do not require a Working with Children Card unless their involvement includes an overnight camp
- Interstate visitors who will not be in schools in WA for more than two (2) weeks in any one calendar year do not require a Working with Children Card
- Volunteers under 18 years of age do not require a Working with Children Card
- Community members who help out in the canteen or school community, and who do not have children in the school, do require a Working with Children Card
- Grandparents and other family relations do require a Working with Children Card unless they are interstate visitors or otherwise exempted

Separate to any Working with Children requirements, schools may determine the police clearance required for voluntary positions. A 'Crimtrac' 100 Point Police Clearance is the recommended police clearance for voluntary positions. The cost of volunteer police clearances will be borne by the school.

Contact the Workforce Relations Team for further information.

## Summary of Information on Employment of Staff

### Assistant Principal/ Deputy Principal/ Head of Primary/ Head of Secondary

Panel	Eligibility	Term of Appointment	Performance Review	Short Term
<p>Four persons:</p> <ul style="list-style-type: none"> <li>Principal</li> <li>Board nominee</li> <li>Peer Principal</li> <li>Parish Priest or Priest with an interest in the school.</li> </ul> <p>Others may be invited onto the panel at the discretion of the Principal</p>	<ul style="list-style-type: none"> <li>Active membership of the Church</li> <li>free from impediment</li> <li>teaching and administrative experience</li> <li>a current WACOT registration number</li> <li>a current Working with Children Card</li> <li>interpersonal skills</li> <li>Accreditation for Leadership of the Religious Education Learning Area (from 1 January 2011 Deputy Principals/Head of Secondary/ Primary to be completed by 31 December 2014)</li> <li>have passed the relevant employee screening procedures</li> <li>7 years experience</li> </ul>	<p>Initial Term = 3 years</p> <p>First Renewed = 4 years</p> <p>Second Renewed = 3 years</p>	<p>In the final year of the initial and second term of the contract</p>	<p>To be appointed with reference to eligibility criteria</p>

### Middle Leadership Positions

Panel	Eligibility	Term of Appointment	Performance Review	Short Term
<p>Three/four persons:</p> <ul style="list-style-type: none"> <li>Principal</li> <li>Deputy or Assistant Principal or person in equivalent position</li> <li>a person with specific experience and qualifications in the relevant discipline</li> <li>if others, then Parish Priest or Priest with an interest in the school</li> </ul>	<ul style="list-style-type: none"> <li>Committed to the teachings and values of the Catholic Church</li> <li>a current WACOT registration number</li> <li>a current Working with Children Card</li> <li>able to provide curriculum leadership</li> <li>Accreditation to Teach in a Catholic School and</li> <li>Accreditation for Leadership of the Religious Education Learning area (if responsible for RE)</li> </ul>	<p>Between 1 and 8 years</p>	<p>At least every 3 years</p>	<p>To be appointed with reference to eligibility criteria</p>

	<ul style="list-style-type: none"> <li>• have passed the relevant employee screening procedures</li> <li>• 5 years experience</li> </ul>			
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### Teacher

Panel	Eligibility	Term of Appointment	Performance Review	Short Term
At least two persons: <ul style="list-style-type: none"> <li>• Principal or nominee</li> <li>• another member, nominated by the Principal</li> <li>• invitation to Parish Priest</li> </ul>	<ul style="list-style-type: none"> <li>• committed to Catholic values</li> <li>• a current WACOT registration number</li> <li>• a current Working with Children Card</li> <li>• completed or undertake to complete Accreditation to Teach in a Catholic school</li> <li>• have passed the relevant employee screening procedures</li> </ul>	Temporary Ongoing	As designated	Not applicable

### Teacher of RE

Panel	Eligibility	Term of Appointment	Performance Review	Short Term
At least two persons: <ul style="list-style-type: none"> <li>• Principal or nominee</li> <li>• another member, nominated by the Principal</li> <li>• invitation to Parish Priest</li> </ul>	<ul style="list-style-type: none"> <li>• active membership of the Church</li> <li>• a current WACOT registration number</li> <li>• a current Working with Children Card</li> <li>• completed or undertake to complete Accreditation to Teach Religious Education</li> <li>• have passed the relevant employee screening procedures</li> </ul>	Temporary Ongoing	As designated	Not applicable

### Non-Teaching Staff member

Panel	Eligibility	Term of Appointment	Performance Review	Short Term
two persons: <ul style="list-style-type: none"> <li>• Principal or nominee</li> <li>• another member, nominated by the Principal</li> </ul>	<ul style="list-style-type: none"> <li>• a current Working with Children Card</li> <li>• a current 'CrimTrac' 100 point Check Police Clearance</li> <li>• committed to Catholic</li> </ul>	Temporary Ongoing	As designated	Not applicable

	<ul style="list-style-type: none"> <li>values</li> <li>• qualifications, as appropriate to the position</li> <li>• completed or undertake to complete Accreditation to Work in a Catholic School</li> <li>• have passed the relevant employee screening procedures</li> </ul>			
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## 6. References

<sup>1</sup>Bishops Mandate for the Catholic Education Commission of Western Australia, 2009 – 2015  
Ministerial Council for Education, Early Childhood Development and Youth Affairs (MCEECDYA)

## 7. Related Documents

## 8. Related Proformas and other Forms

Available on System Communication Notice Board under M 'CECWA Policy statement proformas'

1. Proforma
2. MCEECDYA Check Form
3. Confidential Declaration Form

## 9. Review History

Year of Review:	Reviewed by:	Amendments/Review
1992	SPC	Originally Released
1995	SPC	Reviewed
1998	SPC	Reviewed
2000	SPC	Reviewed
2001	SPC	Reviewed
2003	SPC	Reviewed
2004	SPC	Reviewed
2005	SPC	Reviewed
2006	SPC	Reviewed
2010	SPC	Reviewed
2010	CEOWA	Reformatted

## 10. Next Review

Year:	CEOWA Standing Committee Responsible
2015	School Personnel Committee