AngliSchools

Recruitment and Selection Policy and Procedures (VIC)

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Executive Summary

The purpose of this Policy is to ensure that a consistent and compliant recruitment and selection process is adopted by The Anglican Schools Commission (Inc.) trading as AngliSchools ("AngliSchools"). It upholds principles of equal opportunity, diversity, and legal compliance while prioritising child safety and maintaining the highest ethical standards.

Key Actions

- → All recruitment and selection processes must be conducted fairly, transparently, and consistently, adhering to equal opportunity and diversity principles.
- → Conflicts of interest must be disclosed and managed appropriately.
- → Compliance with current government legislation is mandatory.
- → Records must be retained in either electronic or hard copy format.
- → An individual personnel file must be created and maintained for all staff.

NB: The list above is not exhaustive, and the Policy should be read in full to understand all obligations.

1. Purpose

1.1. The purpose of this Policy is to provide effective and robust procedures to ensure AngliSchools adopt appropriate recruitment and selection methods. The Policy aims to promote a fair and consistent approach while ensuring compliance with all relevant regulations and the safeguarding of child safety as a fundamental priority throughout the recruitment and selection process.

2. Application

2.1. This Policy applies to all employees of our schools (School) in Victoria.

2.2. This Policy details requirements in relation to recruitment and selection, compliance with the Victorian Institute of Teaching (VIT) and the Royal Commission into Institutional Response to Child Sexual Abuse – Recommendations.

3. Principles

3.1. The appointment process must ensure candidates understand and support the ethos, values, and objectives of AngliSchools, fostering a workplace that aligns with these principles.

3.2. Safeguarding children is paramount. All recruitment and selection processes must rigorously assess candidates' commitment to child safety, adhering to legal and policy requirements.

3.3. Recruitment must be conducted fairly, transparently, ensuring compliance with equal opportunity, gender equity, and diversity principles. Process must be free from discrimination and provide all candidates with equal access to opportunities.

3.4. Any actual, perceived, or potential conflicts of interest must be disclosed and appropriately managed to maintain the integrity of recruitment and appointment decisions.

3.5. Selection decisions must be based on objective assessment against predefined criteria, including skills, experience, qualifications, and alignment with AngliSchools values, ensuring the best candidate is chosen for the role.

3.6. All appointments must comply with legal and regulatory requirements, including thorough background checks, reference checks, and verification of professional registrations, in accordance with the Criminal History and Working with Children Policy.

3.7. A structured and consistent recruitment process must be followed, including clear role descriptions, defined selection criteria, standardised interview protocols, and well-documented decision-making.

3.8. All recruitment records must be managed in accordance with privacy laws and internal policies, ensuring secure handling of personal information for both successful and unsuccessful candidates.

3.9. Employment offers must only be made following full compliance with policy requirements and approval by the appropriate authority, ensuring all appointments align with strategic and operational needs.

3.10. Schools must develop their own recruitment and selection process, which aligns with this Policy.

4. Procedures

These procedures apply to all appointments.

4.1. Job Advertisements, Application Forms and Selection Criteria

AngliSchools Head Office or the School will ensure that:

4.1.1. It is determined whether the vacancy is for a new or existing role and assess its necessity, considering budget constraints and workforce planning. Ensuring the role aligns with strategic directions and operational needs.

4.1.2. A position description and selection criteria are developed for all positions prior to advertising, including specific selection criteria concerning attitudes to and application of child safety measures to which applicants must respond.

4.1.3. The job classification is reviewed and updated to ensure that working hours, pay grade, and employment type (permanent, fixed-term, full-time, part-time, or casual) are appropriate for the position.

4.1.4. A recruitment timeline is established, covering advertisement dates, shortlisting, interviews, and offer timelines. The selection process must be clearly defined to ensure transparency and consistency.

4.1.5. A diverse and gender-balanced recruitment panel is convened that understands the principles of equitable hiring practices.

4.2. Advertising and Sourcing

4.2.1. Job advertisements are developed using inclusive language that is free from discrimination and clearly states qualification requirements, compliance expectations, and professional responsibilities

4.2.2. It is specified that applications must include a resume, three References and a cover letter that outline how the applicant aligns with Anglican education values. It must also include a statement that AngliSchools and the School is a child-safe institution.

4.2.3. All ongoing positions are advertised internally for at least one full week and externally as appropriate. Vacancies should be widely promoted to attract a diverse pool of applicants while adhering to equal opportunity principles.

4.3. Recruitment Panel

AngliSchools Head Office or the School will ensure that:

4.3.1. The recruitment panel is diverse and that all members have an understanding and awareness of equal opportunity hiring practices and the requirements of this policy.

4.3.2. Conflicts of interest are strictly managed. Panel members must not be involved in any recruitment and selection process involving a family member or friend This applies to all appointments including new appointments, internal promotions and direct supervisory appointments.

4.4. Shortlisting and Interviewing

AngliSchools Head Office or the School will ensure that:

4.4.1. Shortlisting is conducted based on the selection criteria, ensuring that candidates are assessed objectively on their skills, experience, and alignment with the role requirements.

4.4.2. Structured and standardised interview questions are used and directly linked to the selection criteria to maintain fairness and consistency. Interviews should assess candidates' qualifications, values alignment, motivation, and commitment to child safety. The interview should encompass the following aspects:

- → Professional qualifications and experience relevant to the role.

- → Alignment with AngliSchools values and ethos.
- → Motivation and commitment to child safety and wellbeing.
- → Reasons for applying, including where appropriate, reasons for leaving their current employment.
- → Ability to work effectively within a diverse and inclusive environment.

4.4.3. Candidates are provided with the option to request feedback on their application and interview performance, promoting continuous learning and engagement with the hiring process.

4.4.4. Following the interview, unsuccessful applicants are notified promptly and respectfully, ensuring clear communication throughout the process.

4.5. Reference Checks

AngliSchools Head or the School will ensure that:

4.5.1. Through reference checks are conducted with at least two professional references.

4.5.2. References must seek insights into the candidate's professional reliability, ability to perform job duties, history of disciplinary issues or complaints and commitment to child safety policies.

4.5.3. All relevant qualifications and professional standings are verified to confirm the candidate meets the regulatory and compliance requirements of the role.

4.5.4. All reference check outcomes are documented and securely stored for audit and compliance purposes.

NB: members of the panel cannot act as a referee e.g., new appointments, existing staff, a member of family or friend are applying for a position or internal promotion (including appointments from another of our schools).

4.6. Employee Screening

AngliSchools Head Office or the School will ensure that:

4.6.1. All mandatory background checks are completed prior to any appointment, including a Working with Children Check (WWCC), National Criminal History Check (NCHC), and verification of professional registrations such as registration with VIT Teacher Registration.

4.6.2. If applicable, a Visa Entitlement Verification Online (VEVO) check or check of identity documents is conducted to confirm the candidate's right to work in Australia.

4.6.3. The Criminal History and Working with Children Policy (VIC) is reviewed and adhered to for screening requirements, ensuring compliance with all legal and regulatory obligations.

4.6.4. All Chaplains licensed by the Diocesan Bishop, to minister to children in schools, must meet the requirements of the Safe Ministry to Children Canon 2017 adopted by the General Synod of the Anglican Church of Australia. **(Appendix 1)**

4.7. Appointment

AngliSchools or the School will ensure that:

4.7.1. All policy requirements have been met before making an offer of employment. The offer should only proceed once all necessary checks and verifications are completed and documented.

4.7.2. An offer of employment must only be made subject to the final approval and confirmation of employment conditions with the selected candidate by the CEO/Principal or their delegate.

4.7.3. A formal offer letter is issued in the approved format that outlines employment conditions, expectations, and any remaining pre-employment requirements.

4.7.4. Family members or friends of the Principal must not be appointed without the approval of the CEO.

4.8. Records Management

AngliSchools Head Office or the School will ensure that:

4.8.1. Documentation of unsuccessful candidates is retained for no longer than twelve (12) months before secure destruction, ensuring compliance with privacy regulation and the Records Management Policy (VIC).

4.8.2. All documentation related to successful candidates is transferred to their personnel file, maintaining a complete and accurate record of the recruitment process.

4.8.3. Proper records are maintained of all recruitment decisions, including interview notes, reference checks, and background checks, to ensure accountability, compliance, and audit readiness.

4.8.4. A structured approach to personnel file management must be established, ensuring all employee records are maintained securely and confidentially.

APPENDIX 1

Safe Ministry to Children Canon 2017

Object: The object of this Canon is:

(a) to prescribe a code of conduct for safe ministry to children;

(b) to prescribe minimum standards and guidelines for safe ministry to children; and

(c) to implement the Protocol so far as it provides for obtaining and taking into account Ministry Suitability Information before authorising clergy and church workers to undertake ministry to children.

Passed on 5 September 2017

Refer to:

https://s3-ap-southeast-2.amazonaws.com/anglican-diocese-of-perth/documents/31A.-Safe-Ministry-to-Children-Canon-2017.pdf

Version Control

Version	Date	Summary of Changes
1	Jun-12	New Policy
2	Jun-15	3 yearly review
3	Feb-17	Updated to include Working with Children Check requirements (Policy name changed to reflect this), update outdated regulator references; and include procedures, roles and responsibilities.
4	Aug-17	Update to reflect changes regarding 'supervision' - require WWCC.
5	Oct-18	Updated to include recruitment.
6	Jun-19	Updated to make reference to the Safe Ministry to Children Canon
7	Apr-21	Victoria specific policy – remove reference to NSW and WA. Clarify NCCHC and WWC Check obligations. New policy format.
8	Jun-22	Amend WWC Checks to WWC Clearance - Worker Screening Act 2020 (Vic) and Ministerial Order 870/Ministerial Order 1359. Vaccination requirements Records management
9	Dec-22	Update screening requirements
10	Jun-23	Update Qualifications and Experience. Update screening for parents and volunteers.
10a	Dec-23	Update link to the Safe Ministry to Children Canon 2017
11	Mar-24	Annual review. Include reference to disclosing conflicts of interest. Update to screening of volunteers.
-	Feb-25	Update ASC to AngliSchools
12	Aug-25	WGEA Updates Removing reference to screening – WWCC and NCCHC (refer to Criminal History and WWCC Policy) Update the recruitment and appointment requirements.