



CATHOLIC DIOCESE
OF ROCKHAMPTON

Recruitment and Selection Policy

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1. Purpose

This policy sets out guidelines for the recruitment and selection of Staff at the Catholic Diocese of Rockhampton ('Diocese') and provides the necessary tools to ensure that this process:

- Attracts the most talented staff to meet the present and future needs of the Diocese;
- Has due regard to relevant legal requirements including anti-discrimination and privacy legislation; and
- Minimises the risk of Harm to children, young people and adults-at-risk at the Diocese by Staff.

2. Scope

This policy applies to all Staff. All Staff have a responsibility to comply with this policy. All Staff are required to attend any training provided by the Diocese to ensure they fully understand all aspects of this policy and the Diocese's commitment to it.

3. Policy Statement

The Diocese appoints high performing staff using a competitive process underpinned by the principles of merit, equity, and transparency. In doing so, the Diocese practises ethical, fair and impartial staff selection procedures, free from conflict of interest, and characterised by confidentiality and respect for the privacy of an applicant's personal information.

4. Principles

1.1 Safer Practices

A key preventative strategy in safeguarding children, young people and adults-at-risk is to make clear to all that it is a safe, protective and vigilant environment. Compliance with this strategy is monitored and checked annually by the Diocesan Professional Standards and Safeguarding Office using the Compliance Audit Checklist.

It is important that all possible steps are taken to prevent people unsuitable for the role from obtaining work in the Diocese. While the vast majority of people who want to work with children, young people and adults-at-risk are well-intentioned, good recruitment and selection procedures will help screen out those who are not suitable, thus enhancing the prospects of identifying the best person for the job. Recruitment of employees should follow the established Human Resources procedures.

When recruiting employees or volunteers, ensure safe practices by following these steps:

- Have position descriptions for each of the roles;
- Have the person complete an application and declaration form and obtain references;
- Ask the recommended safeguarding interview questions;
- Ensure that the candidate is not a disqualified person;
- Ensure that the relevant safeguarding training has been completed prior to the person commencing their role with children, young people and/or adults-at-risk;
- Present the selected person with an engagement letter;
- Complete the new employee engagement/volunteer form;
- Complete an induction process with the new person; and
- Ask volunteers to complete a Volunteer Declaration form and a Volunteer Details form (including referees)
- Enter the volunteer's details into the volunteer register.

4.1. Job advertisements, application forms and selection criteria

Vacant positions will be advertised internally prior to or concurrent with any other channel, including social media and recruitment agencies. Care should be taken when structuring advertisements to promote the value proposition of the role and the Diocese in an engaging and concise manner.

Job advertisements, application forms and/or selection criteria/duty statements for a role will:

- Contain a clear statement about the Diocese's mission and commitment to the safety of children, young people and adults-at-risk;
- Specify the experience and qualifications required for the role, including whether a Blue Card and or National Criminal History Check is necessary for the successful candidate, as per the Diocese's Employment Screening Policy; and
- Specify the Diocese's requirements for referee and identity checks and for disclosure by a candidate of any information relevant to the candidate's eligibility or suitability to engage in activities involving children, young people and adults-at-risk.

4.2. Interviews

The interview process will include at least one face-to-face interview.

Interviews will be arranged and conducted in a manner that ensures the candidate has been assessed thoroughly and fairly for the position and that they have a good understanding of the role and the Diocese. Candidates will also have had the opportunity to ask any questions or clarify any issues they may have.

Questions during interviews will relate to:

- A candidate's work history, background and attitudes; and
- The selection criteria/duty statement for the role.

During interviews, candidates will be asked questions asked to test their:

- Values and attitudes concerning relationships with children, young people and adults-at-risk; and
- Understanding of sexual (and other) abuse, its causes and prevention.

4.3. Screening and References

If progressing with a candidate, due diligence must be completed prior to offer.

4.3.1. Screening

- All applicants must provide identification and other documentation to confirm their qualifications and experience as required by the Diocese; and
- In some cases, deemed appropriate by the Diocese, paid or unpaid employees who work with children, young people or adults-at-risk but are not required to hold a blue card (e.g. a parent volunteer) may be asked to consent to a criminal history check.

4.3.2. References

At least two verbal reference checks are mandatory for any role at the Diocese. In addition, one of the referees should include the candidate's most recent direct supervisor;

For child-related positions, priority should be given to reports of referees who can comment on the candidate's most recent child-related employment or other activities.

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Referees will be questioned regarding the candidate's attitude and behaviour toward children in their previous role/s.

If reference checks cannot be undertaken until the preferred candidate has resigned from their current position, the offer will be made subject to the receipt of two satisfactory references that meet the requirements detailed above.

The Diocese reserves the right to contact any persons who may have relevant knowledge of the candidate's qualifications and experience, whether or not such persons are nominated as referees by the candidate.

4.4. Offer and finalisation

4.4.1. Successful candidate

Once a decision is reached on a preferred candidate, a verbal offer may be made. A written offer of employment will then be provided to the candidate as soon as practicable. All roles will be subject to a probationary period to allow the Diocese to assess the suitability of the Staff member in their role.

4.4.2. Unsuccessful candidate(s)

The Diocese will notify unsuccessful candidates of the outcome of their application. Care will be taken to provide clear communication and avenues for follow up where possible.

5. References

N/A

6. Schedules

This policy must be read in conjunction with its subordinate schedules as provided in the table below.

7. Policy Information

Subordinate Schedules	
Accountable Officer	Human Resource Manager
Policy Type	Executive Policy
Approved Date	29/08/2022
Effective Date	29/08/2022
Review Date	3/02/2023
Relevant Legislation	<i>Anti-Discrimination Act 1991 (Qld)</i> <i>Privacy Act 1988 (Cth)</i> <i>Working with Children (Risk Management and Screening) Act 2000 (Qld)</i>
Related Policies	Safeguarding Policy Privacy Policy
Related Procedures	
Related forms, publications and websites	Compliance Audit Checklist Volunteer Declaration form Volunteer Details form

Definitions	Harm Any detrimental effect of a significant nature on a student's physical, psychological or emotional wellbeing, irrespective of cause. Causes of harm may include, but are not limited to: physical, psychological or emotional abuse or neglect; or sexual abuse or exploitation. Harm may be caused by a single act, omission or circumstance, or by a series or combination of acts, omissions or circumstances. Staff All employees, and other personnel such as consultants, contractors, people undertaking work experience or vocational placements or volunteers working for the Diocese.
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