

Student Safety Recruitment and Employment Policy



ST ANDREWS
CHRISTIAN COLLEGE

INSPIRED BY
FAITH

DISTINGUISHED BY
CHARACTER

LEADERS BY
INFLUENCE



Student Safety Recruitment and Employment Policy

PREAMBLE

All policy, protocols and procedures flow from the St Andrews Christian College Mission Statement:

“To educate our students so that they are well skilled, understand life on the basis of biblical truth, and are motivated to walk with God and serve Him in their lives, so that they will be a positive Christian influence in the world.”

POLICY DOCUMENT INFORMATION

TITLE:	Student Safety Definitions
AUTHORS:	St Andrews Christian College on advice from Russell Kennedy Lawyers
PURPOSE:	To provide policy and direction for all the College Community.
RELATED DOCUMENTS:	Refer to Point 3 in document.

KEY DATES

ISSUE DATE:	July 2022
REVIEWED AND APPROVED	August 2025
REVIEW DATE:	August 2027 (at least every two years thereafter or more frequently after a significant student safety incident)
APPROVAL REQUIRED:	Board Motion

STUDENT SAFETY RECRUITMENT AND EMPLOYMENT POLICY

1 STATEMENT OF CONTEXT AND PURPOSE

1.1 St Andrews Christian College (the **College**) is committed to:

- (a) Continuous improvement in the quality of the organisation through the recruitment of high calibre staff at all levels, and maintaining a consistent recruitment and selection process (as set out in this policy) that applies the principle of merit based selection.
- (b) Recruitment practices that do not unlawfully discriminate and are in compliance with all relevant legislation, in particular, anti-discrimination and student safety laws. In this regard, the College is committed to protecting its students from all aspects of harm, and has established strategies, practices, policies and procedures to uphold this commitment.
- (c) Undertaking a recruitment process that ensures prospective staff have sufficient understanding of these laws and seek appropriate assistance from the College to ensure these obligations are met.

1.2 The College's aim is to create an environment where students can receive a Christian education in a calm and Christ focused environment characterised by ethical behaviour and defined professional boundaries, and where they feel safe and supported by the College.

1.3 All policies, protocols and procedures flow from the St Andrews Christian College Mission Statement:

To educate our students so that they are well skilled, understand life on the basis of biblical truth, and are motivated to walk with God and serve Him in their lives, so that they will be a positive Christian influence in the world.

1.4 In accordance with its ethos, the College recognises that all students are made in the image of God (Genesis 1:26) and are, therefore, valued by God. Thus, they should be valued highly and safeguarded by staff, their peers, visitors to the College, and family members. The care and protection of children is also a key principle in the teachings of Jesus Christ, who reserved His most severe condemnation for those who 'cause a child to stumble' or hinder them. The policies and procedural strategies we implement are the practical expression of our faith in Christ and desire to be faithful to His teachings.

1.5 The purpose of this policy is to establish an employment practices framework that gives effect to the objectives outlined above.

2 APPLICATION

2.1 This policy applies to all Board members, the Principal, employees, volunteers, contractors and other authorised personnel required to perform functions on the College's premises, or at College-organised activities and events. Collectively, these individuals are referred to as '**staff**'.



3 RELATED DOCUMENTS

Legislation

- 3.1 *Worker Screening Act 2020* (Vic)
- 3.2 *Equal Opportunity Act 2010* (Vic)
- 3.3 *Fair Work Act 2009* (Cth)
- 3.4 *Education and Training Reform Act 2006* (Vic)
- 3.5 *Child Wellbeing and Safety Act 2005* (Vic)
- 3.6 *Ministerial Order 1359*

Policies

- 3.7 Student Safety and Protection Policy
- 3.8 Student Safety Staff Code of Conduct
- 3.9 Student Safety Responsibilities
- 3.10 Student Safety Definitions
- 3.11 Responding to Student Safety Concerns Policy

4 OVERARCHING RECRUITMENT PRINCIPLES

- 4.1 The College is committed to applying the following overarching principles throughout the recruitment process:

Strategic alignment

- 4.2 The College's recruitment, selection and appointment practices will support the achievement of the College's strategic, operational objectives. Decisions to recruit should be made with regard to workforce planning and the goal of improving the performance and standing of the College.

Faith alignment

- 4.3 The College's recruitment, selection and appointment practices will support the achievement of the College's Mission Statement, purpose and Statement of Belief. Decisions to recruit should be made with regard to the following:
 - (a) It is a requirement that any person employed by the College must model and demonstrate the reality of the Gospel by the way they undertake their employment responsibilities, and the way they live.
 - (b) Every activity undertaken by the College must be characterised by love, mercy, forgiveness, reconciliation, humility and justice, all elements demonstrated by Christ's death and resurrection, which is the core of the Gospel.
 - (c) The Bible exhorts us to pursue godliness and to model Biblical standards of behaviour to our peers and the wider society in both word and deed. It also calls Christian believers to live a life that honours and glorifies God in heart and deed. They are to regularly attend and be active members of a local church, consistent with our beliefs. As a follower of Christ, staff are to meet together as a community to encourage each other in our faith journey.
 - (d) The College believes that the Christian faith is a life-transforming faith. That transformation is enabled through the active power of the Holy Spirit. Accordingly, an active faith will be authentically evidenced in a believer's actions.
 - (e) The College believes that the Christian faith cannot be authentically conveyed by a person whose words are inconsistent with their actions. The Christian faith's most authentic representation is found in an alignment of expressed affirmation and practice. Accordingly, actions can inform the content of one's faith.



- (f) Every staff member represents the dramatic outworking of the Christian faith through the testimony of their acceptance of Jesus Christ as Lord and through the resultant ongoing daily transformation towards Christ's likeness, as evidenced through the fruit of the Spirit. Across the full complement of occupations found within our staff community, every member plays a crucial role in demonstrating the outworking of an authentic Christian life to the wider College community. It is for this reason that the College believes that, in the context of Christian schooling, 'it takes a village to raise a child' and that 'faith is caught, not taught'.
- (g) The College believes that those called to model the Christian faith to others receive a high and worthy calling. Those who accept such a calling do so acknowledging that conduct that is inconsistent with the professed beliefs can place an impediment toward, or negatively impact upon, the faith of other believers, or those who are yet to express faith in Jesus Christ.
- (h) The College's Statement of Belief informs our understanding of the lifestyle values which staff and volunteers who work and volunteer in the College are required to respect and maintain. All staff and volunteers of the College, regardless of their role, are required to be seen to conduct themselves in a manner consistent with our Statement of Belief and in accordance with the Christian ethos of the College, providing a specifically Christian role model and example to all the families associated with the College.
- (i) The College aims to spread and strengthen the teaching of the Christian faith, as articulated in this Statement of Belief, the maintenance of the doctrines upon which our faith and the Bible is based upon, and the observances that promote and manifest that religion.
- (j) In the context of Christian schooling, conduct that is inconsistent with the Christian beliefs of the College can impact detrimentally on the College's ability to:
 - (1) be conformity with its Christian doctrines, tenets, beliefs or teachings;
 - (2) maintain its authentic Christian ethos; and
 - (3) model a Christian standard of conduct to each individual student and to the student body.

Merit based

- 4.4 The College's merit based selection methods are to ensure recruitment processes deliver high quality staff and selection decisions that are fair, equitable, transparent and consistent. In this context, merit is defined as the skills, knowledge, qualifications, previous experience, personal attributes and overall alignment with the College, that relate to the requirements of the position.

Fairness

- 4.5 All those involved in the recruitment process should carry out their duties without bias or favouritism. Any potential or perceived conflict of interest between parties in the recruitment process should be declared to a member of the Executive Leadership Team and is to be avoided, where practicable.

Compliance

- 4.6 The College will comply with all relevant federal and state legislation in the recruitment and appointment of staff.

Equal opportunity

- 4.7 The College values equity and diversity. The College welcomes applications from Aboriginal & Torres Strait Islander peoples, people from diverse backgrounds and people with a disability.



Efficiency and candour

- 4.8 The College recognises that timely decision-making can be critical in securing the best possible applicant, and all processes should be conducted without undue delay. All applicants should be treated with respect and communicated within a timely manner throughout the recruitment process.

Student safety

- 4.9 The College takes a zero-tolerance approach to any behaviours that jeopardise student safety and wellbeing (including child abuse and reportable conduct). The College regards its student safety and wellbeing responsibilities with the utmost importance and strives to deliver a Christian educational program that promotes the College's Motto, Statement of Belief, Mission and Purpose.
- 4.10 The College is committed to student safe recruitment as required by *Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Colleges and College Boarding Premises*.
- 4.11 The College prohibits the employment or acceptance of any person from working at the College if they have prior convictions, adverse findings or admissions relating to violence or sexual abuse.
- 4.12 All applicants are informed about the College's student safety and wellbeing framework, including the Student Safety and Protection Policy, Responding to Student Safety Concerns Policy and the Student Safety Staff Code of Conduct). All staff are required to provide evidence of having completed compulsory student safety and wellbeing training, mandatory reporting training and other training as required before commencing at the College.

5 ADVERTISING THE POSITION

Position description

- 5.1 A position description is to be prepared for vacant positions. The position description will describe:
- (a) The nature of the position.
 - (b) Essential duties and requirements.
 - (c) The College's Motto, Statement of Belief, Mission and Purpose.
 - (d) Key selection criteria (including personal attributes, skills, experience and qualifications, as well as any desired skills and abilities, which includes an ability to model and demonstrate the reality of the Gospel).
 - (e) Where the role involves child-connected work, will contain:
 - (1) A clear statement that sets out the position's requirements, duties and responsibilities regarding student safety and wellbeing.
 - (2) The essential or relevant qualifications, experience and attributes in relation to student safety and wellbeing required to fulfil the position.

6 SUBMITTING AN APPLICATION

- 6.1 Applications for a vacant position are to be submitted via the College's online recruitment portal.
- 6.2 Applicants are asked to provide the College with the following information:
- (a) An outline of their Christian background and faith.
 - (b) A summary of suitable qualifications and employment history.



- (c) Professional and personal references, including those that address the applicant's suitability for the job including their personal commitment to Christ (attested to by the reference details of their pastor and other Christian mentors) and suitability to work with children.
- (d) A declaration of prior conduct, including any disciplinary action taken against the applicant by an employer, any finding of improper or unprofessional conduct by the applicant by any court or tribunal of any kind, and/or any investigations the applicant has been subject to by an employer, law enforcement agency, any integrity body, or similar in Australia or in another country.
- (e) Their agreement with the College's Statement of Belief.

7 STUDENT SAFETY SCREENING

- 7.1 All applications will receive an automated digital acknowledgement.
- 7.2 Resumes will be screened against the position description so that assessments can be made of the applicant's suitability for the role.
- 7.3 Screening will occur both during the application and interview stages of recruitment.
- 7.4 Screening requirements will depend on the role that is being applied for, whether the position is for an employee, volunteer, or contractor position and whether the College has completed the screening requirements in this policy for the applicant in the past 12 months.
- 7.5 Screening requirements for all roles will seek to identify the most suitable applicants who share the College's biblical values, ethos and passion for Christian education. Accordingly, all staff employed by the College must:
 - (a) Be able to demonstrate a personal commitment to Christ and a desire to be Christ-like in all aspects of life and have a doctrinal understanding compatible with Scripture.
 - (b) Comply with Scripture.
 - (c) Be able to communicate the principles of Scripture.
 - (d) Be regular in Church attendance.
 - (e) Work within the College community to glorify Christ.
 - (f) Be prepared to undertake their role from a biblical perspective.
 - (g) Present a Christian role model to students in carrying out their employment responsibilities.
 - (h) Live exemplary lives that reflect the biblical values of the College and be willing to accept that the modelling of an authentic Christian life is a core requirement of their role.
 - (i) Share the College's biblical views, be able to contribute to the College's religious ethos and share the College's passion for Christian education.
 - (j) Be willing to participate in corporate worship, to share their testimony and to lead prayer and devotions as required during the school year.



- (k) Declare agreement with and an understanding of the College's:
 - (1) Vision, Mission, Values and Philosophy of Learning and Teaching.
 - (2) Statement of Belief.
- (l) Comply with all College policies and procedures.

7.6 In addition, the following student safety screening requirements also apply:

Prospective staff

7.7 Suitable applicants for an employee position must:

- (a) Hold and provide the College with evidence of, a current valid VIT registration or Working with Children Check (**WWCC**) clearance status (or similar check).
- (b) Provide the College with proof of their personal identity (at least 100 points of identification is required).
- (c) Have a current National Police Check or be willing to obtain one prior to, and/or during the course of their employment. Please note that a National Police Check forms part of the VIT registration process (whereas a WWCC involves a narrower police check).
- (d) Provide the College with proof of their professional or other qualifications relevant to the role and other experience and attributes relating to student safety and wellbeing.
- (e) Detail and provide to the College their history of student-connected work (or work otherwise involving children).
- (f) Satisfy a reference check that addresses the applicant's suitability for the job and working with students.
- (g) Be informed of, familiar with and agree to abide by the College's policies and student safety framework prior to commencing at the College.

7.8 Suitable applicants are invited to interview.

7.9 Applicants who are not selected for interview are notified by email.

Prospective members of the Executive Leadership Team

7.10 In addition, the College will screen prospective members of the Executive Leadership Team to ensure a candidate's suitability to:

- (a) Comply with all policy and procedures, and in addition be a knowledgeable, emotional and spiritual support to staff and students under their supervision.
- (b) Be responsible for managing student safety concerns that arise, including by following and implementing processes in the College's *Responding to Student Safety Concerns Policy*.
- (c) Ensure staff who are direct reports are aware of the issues surrounding particular vulnerabilities of students (and also, fellow staff) and how to deal with these effectively.

Prospective teaching staff

- 7.11 In addition, the College will screen prospective teaching staff to ensure a candidate's suitability to:
- (a) Provide sound and competent teaching in accordance with the College's Philosophy of Learning and Teaching, and take up the challenge to identify the non-Christian assumptions of secular education and to find creative ways of teaching from a biblical perspective.
 - (b) Teach their discipline from a biblical perspective.
 - (c) Structure the classroom so that every activity is characterised by love, mercy, forgiveness, reconciliation, humility and justice, and all elements demonstrated by Christ's death and resurrection, which is the core of the Gospel. Teachers must persevere in modelling, teaching and speaking the Gospel, remembering that Christ never compelled people to follow Him. There was always a freedom of response which Christian teachers must allow with their students.

Volunteers

- 7.12 All volunteers must agree to abide by the College's policies and student safety and wellbeing framework prior to commencing at the College.

Direct Contact Volunteers

- 7.13 A direct contact volunteer means a person who is involved in providing support, guidance and supervision directly to students and/or who could potentially have direct contact with students during the normal course of their volunteer service.
- 7.14 All direct contact volunteers are subject to student safety screening prior to their engagement by the College and must:
- (a) Hold and provide the College with evidence of, a current valid WWCC clearance status (or any equivalent background check).
 - (b) Provide the College with proof of their personal identity (at least 100 points of identification is required).
 - (c) Provide the College with certified evidence of their professional or other qualifications relevant to the role.
 - (d) Detail and provide to the College their history of student-connected work.
 - (e) Where appropriate, satisfy a reference check that addresses the person's suitability to volunteer and work with children and other students (this requirement is a matter of best practice and is particularly relevant for large-offsite events, overnight excursions and camps).

Indirect Contact Volunteers

- 7.15 An indirect contact volunteer means a person who is involved in providing support and services at the College whilst not directly assisting a child or specific group of students. For example, this would include a person assisting with College administration functions.



- 7.16 All indirect contact volunteers are subject to student safety screening prior to their engagement by the College and must:
- (a) Hold and provide the College with evidence of, a current valid WWCC clearance status (or similar check).
 - (b) Provide the College with proof of their personal identity (at least 100 points of identification is required).

Third Party Contractors

- 7.17 Third party contractor(s) include maintenance and building personnel, consultants, tutors, sports coaches and cleaners who attend the College, or other activities and events associated with the College, for the purpose of performing contracted services.
- 7.18 Where a third-party contractor could have direct or indirect contact with students during the ordinary course of providing their services to the College, they will be subjected to the equivalent screening processes for volunteers.

8 SHORTLISTING APPLICANTS

- 8.1 Applicants will be shortlisted for interview based on the College's screening requirements (refer above).
- 8.2 During the shortlisting process, the Human Resources Manager (or their delegate) will also:
- (a) Query gaps in an applicant's employment history.
 - (b) Run a Google/internet check on all shortlisted applicants.
 - (c) Follow up all references (verbally) and seek to make other enquiries about the applicant, as deemed suitable.
 - (d) Make reasonable efforts to gather, verify and record the information in the Application Form for all applicants.
- 8.3 The College is not required to comply with the abovementioned shortlisting requirements if it has already made reasonable efforts in the past 12 months to gather, verify and record such information for the same applicant.

9 INTERVIEWS

- 9.1 Applicants are typically interviewed by at least two staff members and at least one interview is face to face (where possible).
- 9.2 Personal relationships do not influence our recruitment and selection process because recruitment and selection decisions are based on merit and not personal relationships.
- 9.3 The purpose of an interview is to provide and obtain information that will assist in making a decision about an applicant's suitability for the role.

- 9.4 Interview questions will include those from the following categories:
- (a) **Technical** - used to determine the skills and qualifications of the applicant.
 - (b) **Behavioural** – past behaviour indicates future behaviour.
 - (c) **Cultural** – to assess alignment with the Christian faith base, Motto, Statement of Belief, Mission and Purpose.
- 9.5 Interview questions also relate to the applicant’s work history, skills and attributes, suitability to work with children, as well as addressing selection criteria for the role. Interview questions are not discriminatory.
- 9.6 During the interview, applicants are provided information about the College, particularly, the College’s focus on student safety and wellbeing.
- 9.7 The recruitment panel will make detailed notes of the interview.
- 9.8 Suitable applicants may be invited to attend a second interview with a senior member of staff.
- 9.9 Interviewed applicants who are not subsequently selected are notified.

10 BACKGROUND CHECKS AND REQUIRED CERTIFICATION

- 10.1 All appointments (including those involving child-connected work) will be conditional on the presentation of the following information prior to commencement:
- (a) Evidence that all screening checks required have been satisfied (refer to the section on student safety screening requirements above), which depending on the position may include:
 - (1) Evidence of current registration with the Victorian Institute of Teaching or a current WWCC clearance (whichever is applicable).
 - (2) A satisfactory National Police Check.
 - (3) Proof of personal identity (at least 100 points of identification).
 - (b) Proof of any professional or other qualifications (including if applicable, evidence that a teacher is suitably qualified and experienced to deliver a senior secondary course).
 - (c) Evidence of the person's history of work involving children and young people.
 - (d) Completion of psychometric testing and/or technical skills testing, which the College may require applicants to undertake from time to time.
- 10.2 The College will verify and keep appropriate records regarding the above information.

11 REFERENCE CHECKING

- 11.1 The College will require at least two references from former and current employers of the applicant.
- 11.2 The College’s reference checking process also involves enquiries about the applicant’s suitability for working with students, or student—connected work, including in a school specific context.



- 11.3 Permission from the applicant to contact any nominated referees and to perform a full employment background check must be obtained during the interview.
- 11.4 All notes taken during the recruitment process (including the interview and reference check) will be placed on the staff member's file if the applicant is successful.
- 11.5 If a reference cannot be undertaken until the preferred applicant resigns from their current position, any employment offer will be made subject to the satisfactory completion of reference check.

12 ENTITLEMENT TO WORK IN AUSTRALIA

- 12.1 All applicants must provide valid documentation of their right to work in Australia. It is the applicant's responsibility to advise the College of visa expiry dates.
- 12.2 An applicant's citizenship or other immigration/visa status will be considered only as required by applicable laws and regulations for employment.

13 PRE-EMPLOYMENT MEDICAL REQUIREMENTS

Pre-employment health declarations

- 13.1 Legislation requires that the College must:
 - (a) Ask the applicant, in writing, to disclose any pre-existing injury or illness that could be affected by the nature of the proposed duties.
 - (b) Explain, in writing, to the applicant that a failure to disclose, or a misleading disclosure concerning pre-existing injuries or illnesses may result in a loss of entitlement to workers compensation, should the injury recur.
- 13.2 To meet this requirement, new employees (which includes ex-employees returning to the College) are required to complete a pre-employment health declaration prior to commencing employment.

Pre-employment medical assessments

- 13.3 The College may require an applicant to undergo a pre-employment medical assessment.
- 13.4 This will occur if the College forms the view that it is prudent to independently confirm a prospective recruit's medical fitness to perform the duties that relate to the role that the prospective employee is applying for. Such an assessment will be conducted by a registered medical practitioner of the College's choice.
- 13.5 If the registered medical practitioner is unable to recommend employment of the applicant, the College may withdraw the offer of employment (if the offer has already been made).

14 ENSURING STUDENT SAFETY POST RECRUITMENT

Regular screening practices and obligations to disclose

- 14.1 The College will review the currency of VIT registration and WWCC clearances annually (or more frequently as required).
- 14.2 All staff are required to immediately notify the College if their VIT registration or WWCC clearance (or similar check), is suspended, cancelled or otherwise under investigation.

- 14.3 All staff are prohibited from engaging in student-connected work in the absence of a valid VIT registration or WWCC clearance (or similar check).

Induction

- 14.4 The College requires all staff to undergo appropriate induction (relevant to the nature of the role) upon commencement at the College, including in relation to:
- (a) The student safety and wellbeing framework (including the Student Safety and Protection Policy, Student Safety Staff Code of Conduct and Responding to Student Safety Concerns Policy).
 - (b) The college's Record Keeping Policy to ensure awareness of staff responsibilities to students and also record keeping obligations.
 - (c) The College's expectations generally, including in respect of the important role all staff have as the body of Christ, in contributing to and growing the Christian ethos and Christ focus of the whole College.
- 14.5 Prior to commencing at the College, all volunteers and third party contractors must undergo appropriate induction, and be provided with the College's key student safety and wellbeing policies and related policies and procedures.
- 14.6 Once staff, volunteers or contractors have completed the College's induction program, this will be recorded by the College and stored for record keeping purposes.

Supervision, monitoring and assessment

- 14.7 The College requires that staff act professionally, and in a way that embodies the College's commitment to student safety.
- 14.8 The College's student safety framework is available on the hub, and includes the Student Safety Staff Code of Conduct, Responding to Student Safety Concerns Policy and the Student Safety and Protection Policy.
- 14.9 Staff will otherwise be subject to regular supervision, monitoring, performance reviews and assessment, to ensure their ongoing suitability for student-connected work. This will be managed by the Executive Leadership Team, and will include:
- (a) Effective use of induction programs to enable new staff to learn about the College, its Christian ethos and culture and the requirements of their role, including those that pertain to the modelling of a Christian life.
 - (b) Effective use of probation periods and annual performance reviews for staff, which shall include an assessment of a staff member's continuing suitability for student-connected work.
 - (c) Ensuring staff receive training on implementing the Student Safety Staff Code of Conduct, Student Safety and Protection Policy, building culturally safe environments for children and young people, recognising indicators of harm (including that caused by other children and young people) and responding effectively to student safety issues and concerns, and supporting colleagues who disclose harm.

- (d) Ensuring staff receive guidance on their information sharing and recordkeeping obligations, as well as how to identify and mitigate student safety and wellbeing risks in a College environment (both physical and online) without compromising a student's right to privacy, access to information, social connections and learning opportunities.
 - (e) Ensuring staff receive ongoing student safety training that is tailored to the relevant needs of staff and volunteers, and factors in the complexity of child-connected work undertaken at the College.
 - (f) Ensuring staff are aware of, understand and respect student's individual needs and differences.
 - (g) Monitoring staff to ensure their behaviour towards students is appropriate and to ensure compliance with the College's student safety policies.
 - (h) Appropriate levels of supervision for all staff, and in particular staff and volunteers who have direct contact with students.
 - (i) Acting on concerns which are raised in accordance with Responding to Student Safety Concerns Policy, as applicable.
 - (j) Taking appropriate disciplinary action where a staff member is found to have acted contrary to the College's student safety framework.
- 14.10 In addition to appropriate training at induction, periodic refresher training will also occur for staff to ensure ongoing understanding of their legal and professional obligations.
- 14.11 This includes supervision, monitoring and assessment to ensure that teaching staff have the relevant skills, qualifications and experience to teach at the College.
- 14.12 At least annually, the College will ensure that appropriate guidance and training is provided to Board members and staff about:
- (a) Individual and collective obligations and responsibilities for managing the risk of child abuse and reportable conduct.
 - (b) Child abuse and reportable conduct risks in the College environment (both physical and online).
 - (c) The College's current student safety framework.
- 14.13 Relevant information and details of modules completed by each member of staff is recorded and stored for record keeping purposes.
- 14.14 The Principal will be responsible for keeping the Board informed (via the Principal's report or otherwise, periodic updates) regarding any matters which relate to a staff member's continuing suitability for student-connected work, or which otherwise concern the appropriateness of the College's arrangements for ensuring that staff engaged in student-connected work perform appropriately in relation to student safety and wellbeing (and in particular student safety).
- 14.15 The Board will ensure that privacy and employment law obligations are met when responding to student concerns and complaints.



15 PRIVACY AND CONFIDENTIALITY

- 15.1 Privacy legislation impacts the entire recruitment process, as applicants may seek to access any information relating to their application. This may include any notes made on their resume, any notes made during their interview and any information recorded after speaking with their referees.
- 15.2 All information obtained about an applicant as part of the recruitment process is confidential, and must not be distributed without authority of the College.
- 15.3 Consent to a full employment background check should be obtained from a prospective employee during the interview.

16 BREACH OF THIS POLICY

- 16.1 The College emphasises the need to comply with the requirements of this policy. Any staff found to be in breach of the requirements of this policy may be subject to disciplinary action, up to and including termination of employment. .
- 16.2 To properly implement this policy, all the College's staff must ensure that they will abide by this policy and assist the College in the implementation of this policy.

17 COMMUNICATION AND IMPLEMENTATION

- 17.1 This policy is available to staff as part of the College's and the Board's internal policies and procedures. Aspects of (and updates to) the College's student safety and wellbeing framework, including this policy will be addressed in the College's professional development updates, training programs, bulletins and newsletters.
- 17.2 To properly implement this policy:
 - (a) The Board will review the College's student safe practices at least every two years (or more frequently after a significant student safety incident) and improve where applicable.
 - (b) All staff must ensure that they abide by this policy and assist the College in implementing this policy.