



PRE-EMPLOYMENT CHECK POLICY

Created: February 2017

Updated:

Review Date: February 2018

PURPOSE

St Aidan's Anglican Girls' School (referred to in this Policy as "St Aidan's" or "the School") is committed to ensuring that the students are supported by qualified staff members and that its community is as safe as possible. St Aidan's is also committed to taking meaningful actions to protect its students, finance, property, and other assets. This policy explains the procedures for conducting pre-employment background checks for all staff positions.

RATIONALE

St Aidan's relies on and highly values the contributions made by individuals to the achievement of our goals. Our intention is to recruit and retain staff of the highest quality to support and educate our students in a safe and supportive environment.

APPLICATION

This policy applies to all prospective employees, contractors and volunteers.

POLICY

Information discovered through the background check process will be used solely for the purpose of evaluating a candidate's suitability for employment. It will not be used to discriminate against a candidate on the basis of race, colour, religion/creed, sex/gender, age, sexual orientation, national origin, genetic information, marital/familial status, disability, military, or veteran status.

HOW WILL THE SCHOOL USE THE PERSONAL INFORMATION YOU PROVIDE?

The School will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.

APPLICANTS, EMPLOYEES, VOLUNTEERS AND CONTRACTORS:

In relation to personal information of job applicants, employees, volunteers and contractors, the School's primary purpose of collection is to assess and (if successful) to engage the applicant, employee, or contractor, as the case may be. The purposes for which the School uses personal information include:

- In administering the individual's employment or contract, as the case may be;
- For insurance purposes;
- Seeking funds and marketing for the School;
- To satisfy the School's legal obligations, for example, in relation to child protection legislation and the Anglican Church's National Professional Standards Register Check.

PRE-EMPLOYMENT BACKGROUND CHECK

All potential staff must be reviewed for their suitability to work in child-related employment. This includes:

- Current Teacher Registration (Queensland) is mandatory for teaching staff. At every interview this criteria will be verified. If this is not met, under no circumstances will a candidate be progressed.

- All potential staff and volunteers, other than Registered Teachers, whose positions involve working with children are required to undergo a “Working with Children Check” (WWC), in accordance with the Schools’ Blue Card Policy and relevant legislation. By completing an application form for a Blue card it is understood that by signing the application they are consenting to the screening process under the Working with Children Act 2000. Potential staff are to be advised that it is an offence for a ‘disqualified person’ to sign a blue card application form or a renewal form. Appointments are made subject to the successful outcome of the “Working with Children Check”. See Appendix A for positions requiring a WWC.

The Blue Card screening system is comprised of:

- a National Police Check;
- consideration of any charge or conviction for an offence, whether or not a conviction is recorded;
- consideration of whether a person is a respondent to or subject to an application for a child protection prohibition or disqualification order; or whether a person is subject to reporting obligations under the Child Protection (Offender Reporting) Act 2004;
- disciplinary information from professional organisations associated with teachers, childcare service providers, foster carers, nurses, midwives and certain health practitioners; and
- information from police investigations into allegations of serious child-related offences will be taken into account even if no charges were laid because the child was unwilling or unable to proceed.
- All applicants over 18 years of age applying for a position at St Aidan’s Anglican Girls’ School are required to undergo a check against the Anglican Church’s National Professional Standards Register.

Anyone listed on the Anglican Church’s National Professional Standards Register will not be employed by the School.

- The Principal, Deputy Principal or hiring SLT member will complete a Social Media search prior to job offer. The Principal may delegate this responsibility to another staff member.
- To satisfy the schools commitment to recruiting the highest quality employees who are considered suitable to work in child related employment, the Principal may request further pre-employment background checks, including but not limited to:
 - National Police Check (NPC)
 - Traffic Check
 - Employment Verification Check
 - Employment Reference Check
 - Workers Compensation Check
 - Tertiary/Trade Qualifications Check
 - Professional Memberships Check
 - Professional Qualifications Check
 - Bankruptcy Check
 - Business Interests Check
 - Financial Regulatory Check
 - Work Entitlement Check
- Any pre-employment checks requested by the Principal will be done in a manner that is fair, equitable and reasonable. By virtue of applying for a role with St Aidan’s it is understood the candidate authorises the school to conduct relevant pre-employment checks.

The hiring SLT member is responsible for reviewing the positions identified as requiring employee Background Checks to ensure the inherent requirements of the role require such checks. The hiring SLT member will ensure that advertisements and recruitment related paperwork reflect this requirement. Refer to Appendix A for required Pre Employment Checks for individual roles.

The Principal together with the Deputy Principal, Director of Business and Operations - SSA or hiring SLT member, are to be involved in any discussions involving the results of an Employee Background Checks and to consider any impact of such results on the employment options for that particular person.

RELATED LEGISLATION/AUTHORITY

All stages of the recruitment and selection process must conform with the provisions of various Acts of Parliament:

Commonwealth

- Age Discrimination Act 2004
- Disability Discrimination Act 2004
- Workplace Gender Equality Act 2012
- Australian Human Rights Commission Regulations 1989
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Fair Work Act 2009
- Privacy Act 1988
- National Privacy Principles

State (Queensland)

- Anti-Discrimination Act 1991
- Working with Children (Risk Management and Screening) Act 2000
- Education (Queensland College of Teachers) Act 2005
- Student Protection in Anglican Schools Policy and Procedures (2015), Anglican Church Southern Queensland

RELATED POLICIES AND DOCUMENTS AND SCHOOL POLICIES

- Recruitment and Selection Policy
- Application Process - Frequently Asked Questions
- Online application form
- Position Description template
- Interview Guide
- Employment Contract/Letter of appointment
- Request Reference check form
- Blue Card Policy and Working with Children Check forms
- New Employee Induction pack
- Child and Youth Risk Management Strategy
- Student Protection in Anglican Schools Policy and Procedures
- Anti-Discrimination Policy
- Discrimination and Sexual Harassment Prevention Policy
- Privacy Policy

VARIATIONS

Any variations to this policy are at the Principal's or Deputy Principal's discretion and will be done in a manner that is fair, equitable and reasonable.

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APPENDIX A

Type of Check	Department/ Area	Area/Group	Which position requires the check	Reason for check	When check is to be completed
Visa	All	All	All who are not Australian citizens	To confirm eligibility to live and work in Australia	Prior to starting employment
Professional Standards Check	All employees over 18 years of age	All	All	To confirm suitability to be employed at an Anglican Diocesan owned school	Prior to starting employment
Qualifications - Queensland College of Teachers Registration	All	Teaching Staff	All	To ensure suitably qualified/QCT compliance	Prior to starting employment
Qualifications – relevant to role	Professional Staff	All	Director of Business and Operations, Finance Manager, Business Manager, Accountants and CIO	To ensure suitable qualified to fulfil the role requirements	Prior to starting employment
Reference	All	All	All	To confirm suitability to undertake a particular role	Prior to offering the position
WWC	OSHC/Kindergarten/Pre Prep	OSHC/Kindergarten/Pre Prep	All staff	Activities of services for children	Prior to offering the position or at the time of employment
WWC	Business and Operations	Facilities, Administration, Finance, Development Office, Ancillary Services	All staff	Working at a School (other than a registered teacher or parent)	Prior to offering the position or at the time of employment
WWC	Academic Support	Aides, Lab Technicians, Education Support Officers, Careers, VET	All staff	Working at a School (other than a registered teacher or parent)	Prior to offering the position or at the time of employment