



# Tanglin Gippsland

## Safer Recruitment Policy

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Head of Campus	Tanglin Australia Board – September 2024			September 2026

# 1 Overview

- 1.1 At Tanglin Gippsland (“Tanglin”), we are committed to safeguarding and promoting the welfare of all students in our care. As an employer, we expect all staff and volunteers to share this commitment. Our Safer Recruitment Policy ensures that appropriate checks are made on all potential staff who will come into contact with children, as part of a transparent and equitable recruitment process.
- 1.2 This policy applies to all volunteers and staff employed by Tanglin whether in full-time, part-time, casual or contracted positions.
- 1.3 Tanglin is committed to recruiting and retaining staff members of the highest calibre who meet all position requirements including support for Tanglin's values, mission, strategic direction and the demonstration of credible character.
- 1.4 Tanglin is an equal opportunity employer and is committed to complying with all legal requirements in relation to the recruitment and ongoing employment of staff members, including as detailed in equal opportunity and anti-discrimination legislation.
- 1.5 This document outlines Tanglin’s policy in relation to the recruitment, selection and appointment of suitable persons to vacant positions, whether newly created or vacated by a staff member.
- 1.6 Staff must declare conflicts of interest as soon as they are aware of an individual’s application if they are involved in the recruitment process and they have a close personal or familial relationship with an applicant.
- 1.7 Tanglin aims to deter, reject or identify people who might abuse students or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.
- 1.8 Tanglin is committed to recruiting the best candidate for the job, ensuring all job applicants are considered equitably and consistently based on abilities, qualifications, experience and merit as measured against the job description.
- 1.9 Tanglin aims to recruit and select staff professionally, timely and responsibly and in compliance with current employment legislation.
  
- 1.10 The *Leadership Team* consists of the Tanglin Gippsland Head of Campus, Head of Learning and Head of Pastoral Care.

# 2 Details

- 2.1 General
  - 2.1.1 The recruitment, selection and appointment of staff members at Tanglin shall be fair, just, equitable and transparent, and shall comply with all legal requirements. Applicants shall be treated with respect throughout the recruitment process and confidentiality in relation to information provided by applicants shall be maintained.

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2.1.2 Decisions relating to employment shall be based on merit, considering a range of factors including skills, experience, qualifications, knowledge, aspirations, potential and aptitude and inherent requirements specific to Tanglin.

## 2.2 Advertising

2.2.1 To ensure equality of opportunity, Tanglin will advertise all vacant posts to encourage as wide a field of applicants as possible. Normally this will entail an external advertisement.

2.2.2 Any advertisement will make clear Tanglin's commitment to Child Safety and promoting the welfare of children.

2.2.3 All documentation relating to applicants will be treated confidentially and in accordance with the Privacy Policy.

## 2.3 Application

2.3.1 All applicants must complete a Tanglin application form (online or hard copy). The application form will include the applicant's declaration regarding criminal convictions and working with children.

2.3.2 All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and other professional regulatory bodies.

## 2.4 Job descriptions

2.4.1 A Job Description is a key document in the recruitment process and must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role.

2.4.2 Included in the Job Description are the personal attributes required for the role, with details of skills, experience, abilities and expertise required to do the job. This also includes specific reference to suitability to work with children.

## 2.5 References

2.5.1 Faculty Staff: References for shortlisted faculty applicants will be contacted as soon as possible after shortlisting. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after interview and prior to any formal offer of employment being made. Two professional references must be provided. One of the references must be from the applicant's current or most recent Principal/Head of School.

2.5.2 Business and Residential Support Staff: References for shortlisted Business and Residential Support staff will be contacted as soon as possible after shortlisting, where possible. Where an applicant has indicated that they do not wish their current employer to be contacted, references will be contacted upon offer. In such cases where references cannot be completed prior to offer, the offer will be subject to completion of satisfactory reference checks and other employment checks. Two professional references must be provided. One of the references must be from the applicant's current or most recent line manager. Where

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the applicant is not able to provide a recent professional reference, a character reference may be provided.

- 2.5.3 All references: All references will be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions. Any discrepancies or anomalies will be followed up. Direct contact by email or phone will be undertaken with each referee of the successful applicant to verify the reference.
- 2.5.4 If the applicant has only worked at one place of employment in their career, or for an extended period (8 years or more) at their current organisation, two references will be undertaken with two different people from that place of employment. All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children.
- 2.5.5 Tanglin does not accept verbal references, open references, testimonials or references from relatives.

## 2.6 Interviews

- 2.6.1 There will be a face-to-face interview for all applicants wherever possible, and the same Panel will see all the applicants for the vacant position. In order to satisfy that the chosen applicant can meet the Child Safe criteria, the interview panel will explore the applicant’s ability to carry out the role effectively and will investigate any anomalies or gaps that have been identified.
- 2.6.2 Questions asked of applicants during interviews shall focus on the core selection criteria for the position and their suitability to fulfil their child safety responsibilities required by the position. Any questions that may be interpreted as discriminatory must be avoided (e.g. in relation to age or race) and all applicants for a specific position shall be asked the same or similar questions to ensure consistency.
- 2.6.3 In terms of Victorian law, (in particular, the Worker Screening Act 2020) external applicants must be informed about the Tanglin Student Code of Conduct, Staff Code of Conduct and the Child Safety and Wellbeing policies
- 2.6.4 Any information involving past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process. Wherever possible, at least one member of any interview panel will have undertaken safer recruitment training.
- 2.6.5 All applicants invited to an interview must bring evidence of their identity, address and qualifications. Only original documents will be accepted, and photocopies will be taken.

## 2.7 Offer of Appointment and New Employee Process

- 2.7.1 The appointment of all new Faculty employees is subject to the receipt of satisfactory criminal record checks, two references, medical checks, copies of qualifications and proof of identity. A personal file checklist will be used to track and audit paperwork obtained in accordance with the Safer Recruitment Consortium Safer Recruitment Training. The checklist will be retained on personal files. When the Head of Campus is satisfied that all the paperwork has been received and a start date can be agreed.

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2.7.2 For Business and Residential Support staff, a criminal record check will be obtained in addition to two references, medical checks, copies of qualifications and proof of identity. A personal file checklist will be used to track and audit paperwork obtained in accordance with the Safer Recruitment Consortium Safer Recruitment Training. The checklist will be retained on personal files. When the Head of Campus is satisfied that all the paperwork has been received and a start date can be agreed.

2.8 Working with Children clearance (WWCC) and National Criminal History Check

2.8.1 In accordance with the Worker Screening Act 2020, all staff members and volunteers must satisfy legal requirements by possessing either a valid Victorian Institute of Teachers (VIT) qualification or a Working with Children clearance (WWCC) at all during the course of their employment and volunteering and shall provide details of their VIT or WCCC to Tanglin. Tanglin will maintain a register of staff and volunteer VIT and WWCC and ensure that these are current and renewed or extended before expiry. All staff and volunteers shall be subject to Tanglin’s Working with Children Clearance Register Procedure. Note: Police and National Criminal History Check are part of the registration process with the VIT (Victorian Institute of Teachers) and VIT-registered teachers are exempt from the requirement to have an additional WWC clearance.

2.8.2 All staff members must also satisfy legal requirements by obtaining a Police and National Criminal History Check. Note: Police and Criminal Records Checks are part of the registration process with the VIT (Victorian Institute of Teachers) and VIT-registered teachers are exempt from the requirement to have an additional WWC clearance.

2.8.3 Members of staff at Tanglin are obliged to inform the Head of Campus of any cautions or convictions that arise.

2.9 Self-Declaration Form

2.9.1 All applicants will be required to sign a self-declaration form, which will include the applicant's declaration regarding criminal convictions and working with children.

2.10 Dealing with convictions

2.10.1 Tanglin operates a formal procedure if a National Criminal History Check is returned with details of convictions. Consideration will be given to:

- the nature, seriousness and relevance of the offence
- how long ago the offence occurred
- one-off or history of offences
- changes in circumstances
- rehabilitation and remorse

2.10.2 A formal meeting will take place face-to-face to establish the facts with the Head of Campus. A decision regarding further action will be made following this meeting.

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- 2.11 Proof of identity, right to work in Australia and verification of qualifications and/ or professional status
- 2.11.1 All applicants invited to an interview at Tanglin must bring their identification documentation with them as proof of their identity; these items could include a passport, identity card, birth certificate and driver licence.
- 2.11.2 All applicants must be able to demonstrate that they have the legal right to work in Australia.
- 2.11.3 All applicants must be able to demonstrate that they have obtained any academic or vocational qualification legally required for the position and claimed in their application form.

2.12 Medical Fitness

- 2.12.1 Anyone appointed to a post involving regular contact with children must possess the appropriate level of physical and mental fitness before any appointment offer is confirmed. All applicants are requested to complete a medical check and where appropriate a doctor’s medical report may be required.

2.13 Induction Program

- 2.13.1 All new employees are required to attend an induction program which identifies Tanglin’s policies and procedures, including the Child Safety and Wellbeing Policy and the Staff Code of Conduct. This program outlines expectations which govern how staff carry out their roles and responsibilities.

2.14 Single Central Record of Members of Staff

- 2.14.1 In addition to the various staff records kept by Tanglin Gippsland and on individual personnel files, a Single Central Record of recruitment and vetting checks is kept. This is kept up-to-date and retained by the Head of Campus. The Single Central Record contains details of the following:
- 2.14.2 All employees who are employed to work at Tanglin Gippsland.
- 2.14.3 All employees who are employed as supply staff to Tanglin Gippsland whether employed directly or through an agency
- 2.14.4 All others who have been chosen by Tanglin Gippsland to work in regular contact with children. This will cover volunteers, Board members, people brought into the campus to provide additional teaching or instruction for students but who are not staff members eg. sports coaches, instrumental music teachers, etc.

2.15 Record Retention/Data Protection

- 2.15.1 All information retained on employees is kept centrally in the campus Office in a locked and secure cabinet.

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## 2.16 Ongoing Employment

2.16.1 Tanglin recognises that safer recruitment and selection is not just about the start of employment but should be part of a larger policy framework for all staff. Tanglin will, therefore, provide ongoing training and support for all staff.

2.16.2 All staff must participate in annual Child Safety briefings and other Child Safe training relevant to their role as specified in Child Safety and Wellbeing Policy

## 2.17 Third Party Service Providers

2.17.1 Third Party Service Providers engaged by Tanglin must complete the same checks for their employees as its staff requires. Tanglin requires confirmation that these checks have been completed before employees of the Third-Party Service Provider can commence work at Tanglin .

## 2.18 Visitors to Tanglin

2.18.1 Tanglin receives many visitors in many different capacities. These include the following:

- Inspirational speakers
- visiting authors
- Conference attendees
- Inspectors
- Interns
- Work experience volunteers

## 2.19 Private practitioners who work with students

2.19.1 Depending on the length of time visiting Tanglin, the level of supervision and the purpose of the visit, different levels of checks will be required.

2.19.2 All visitors, regardless of the length of their stay, will receive a briefing on arrival which covers:

- The need to always wear a Visitor Pass
- Not to take photos or videos of students, without the express permission from the Head of Campus
- To report any concern about the wellbeing of any child or young person to the Tanglin staff member who has arranged the visit
- To use only bathrooms/toilets allocated for adult use

## 3 Roles and Responsibilities

3.1 The Leadership Team will be responsible for ensuring that this policy is monitored and evaluated throughout Tanglin.

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## 4 Related Tanglin Gippsland Policies

- Equal Opportunity and Respectful Workplace Policy.

## 5 Policy Review

5.1 This policy is approved by the Board of Tanglin Australia and will be reviewed at least every two years by Tanglin’s Leadership Team. Leadership Team consists of the Tanglin Gippsland Head of Campus, Head of Learning and Head of Pastoral Care.

5.2 Any significant changes to this policy must be approved by the Board.

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