



St Francis Xavier College  
Berwick, Officer and Beaconsfield



Diocese of Sale  
Catholic Education Ltd

# RECRUITMENT AND ENGAGEMENT POLICY

## 1.0 INTRODUCTION

This Recruitment and Engagement Policy applies to all Diocese of Sale Catholic Education Limited (**DOSCEL**) workplaces, including St Francis Xavier College.

DOSCEL and St Francis Xavier College is committed to best practice Catholic Education in Victoria, and the highest quality opportunities and outcomes for every student in every school. Strong human resources practices can help reduce the risk of child abuse by new or existing staff, volunteers and independent contractors.

The commitment to Child Safe Standard 4: *Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel* ensures the recruitment and engagement of high performing staff, volunteers and independent contractors will guarantee consistent, expert employment practice across the Diocese.

## 2.0 PURPOSE

This Policy provides clarity of processes and procedures for the recruitment and engagement of staff, volunteers and independent contractors in all DOSCEL workplaces, specifically St Francis Xavier College.

## 3.0 PRINCIPLES

The following recruitment and engagement principles give direction relating to the recruitment, selection and appointment processes of staff, volunteers and independent contractors in DOSCEL.

- 3.1 Accept the Catholic educational philosophy of DOSCEL.
- 3.2 Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their areas of work.
- 3.3 By their teaching and other work, any by personal example, strive to help students to understand, accept and appreciate Catholic teachings and values.
- 3.4 Avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church community in whose name they act.
- 3.5 Be committed to regular ongoing professional development.
- 3.6 Be qualified as required by state authorities.
- 3.7 Be a person suitable to work with children.
- 3.8 Ensure that recruitment process are done so in a fair and lawful manner.



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It is expected that when recruiting staff, volunteers and independent contractors, the following Guidelines will be adhered to:

- *Guidelines on the Employment of Staff in Catholic Schools*
- *Guidelines on the Engagement of Contractors in Catholic Schools*
- *Guidelines on the Engagement of Volunteers in Catholic Schools*

## 4.0 DEFINITIONS

**Employee:** a person that is hired to provide a service to a school either on a full-time, part-time or casual basis in exchange for payment.

**Independent Contractor:** is a person who is self-employed and provides services to clients. They operate different to employees and are seen as owners and run their own business.

**Volunteer:** means the time willingly given without financial gain.

## 5.0 EXPECTED OUTCOMES

All DOSCEL workplaces have a clear and transparent recruitment and engagement policy that is clear and transparent to guide them in the recruitment and engagement process.

## 6.0 REFERENCES

- *Ministerial Order No. 870 – Child Safe Standards – Managing the Risk of Child Abuse in Schools*
- *Guidelines on the Employment of Staff in Catholic Schools*
- *Guidelines on the Engagement of Contractors in Catholic Schools*
- *Guidelines on the Engagement of Volunteers in Catholic Schools*
- *DOSCEL Child Protection and Safety Policy*

## 7.0 REVIEW

Implementation Date: June 2023

Review Date: December 2025