



Divine Mercy College
326 Yangebup Road Yangebup WA 6164

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RECRUITMENT POLICY

Summary

The Recruitment and Selection Policy at Divine Mercy College (DMC) is designed to ensure a safe, fair, and equitable recruitment process that aligns with the principles of the Equal Opportunity Act 1984 (WA) and other relevant Western Australian legislation. Safeguarding and promoting the welfare of children and young people is a core element of our recruitment and selection process, contributing to creating a safe environment for all students.

DMC is committed to attracting, selecting, and retaining employees who are motivated, skilled, and dedicated to supporting the College's mission. This commitment ensures that our workforce possesses the necessary knowledge, skills, experience, and ability to deliver high-quality education and services.

Scope and Purpose

1. To ensure that the recruitment of both permanent and fixed-term staff (including volunteers) is conducted in a fair, effective, and cost-efficient manner.
2. To achieve this, all responsible for recruitment will demonstrate professionalism by handling all internal and external applicants honestly, efficiently, and fairly.
3. To adopt a child-safe approach in recruitment, ensuring that all procedures prioritize the safety and well-being of children and young people.

This policy applies to all school employees and governors involved in recruitment and selection. The ultimate responsibility lies with the Governing Body, which has delegated authority to the Principal for the appointment of staff other than the Principal.

Legislation

- Equal Opportunities Act 1984 (WA)
- Fair Work Act 2009 (Cth)
- Privacy Act 1988 (Cth)
- Child Protection (Working with Children) Act 2004 (WA)
- Education Act 1999 (WA)
- Australian Human Rights Commission Act 1986 (Cth)

Relevant Policies

- School Child Protection Policy

- Privacy Policy
- WHS Policy
- Whistleblower Protection Policy
- Induction Policy
- Redundancy Policy

Principles

The following principles guide this policy:

- All applicants will receive fair treatment and a high-quality service, free from discrimination based on age, sex, marital status, sexual orientation, family responsibilities, race, ethnic origin, disability, or other protected characteristics.
- Job descriptions and person specifications are essential tools that will be used consistently throughout the recruitment process.
- Employees will be recruited based on the knowledge, experience, and skills required for the job.
- Selection will be carried out by a panel of at least two members, ideally three, ensuring a balanced and impartial evaluation.
- The selection process will include, at a minimum, a completed application form, shortlisting, and an interview.
- Monitoring and evaluation are essential to assess the effectiveness of the recruitment process.
- All positions will normally be advertised.
- In compliance with the Equal Opportunity Act 1984 (WA), reasonable adjustments will be made to the recruitment process for applicants with disabilities.
- A child-safe approach will be maintained throughout the recruitment process, emphasising the College's commitment to safeguarding.

Recruitment Process

The objective of the recruitment process is to attract, select, and retain staff who will positively contribute to the College's future development. The experience of applicants should be positive, and all responsible for recruitment will:

- Leave a positive impression on unsuccessful applicants.
- Provide successful applicants with a clear understanding of the position and its expectations.
- Minimize the risk of poor selection decisions, which can be costly and affect the College's commitment to safeguarding.

Job Description

An accurate job description is required for all positions, outlining the duties, responsibilities, and necessary qualifications.

Advertising and Shortlisting

All positions will be advertised internally and/or externally, and all advertisements will include a statement that DMC is a Safe School with embedded Child Protection practices. Applications will be shortlisted for interviews based on criteria outlined in the job description and person specification.

Interview

The interview process will assess each candidate's qualifications, experience, and suitability to work with children and young people. A face-to-face interview is mandatory for all candidates, including those applying for positions that involve working with children and young people.

Interview Panel

The interview panel will consist of at least two members, preferably three, ensuring a balanced evaluation. The panel will:

- Develop interview questions that comply with anti-discrimination laws.
- Have the authority to make decisions about appointments.
- Meet before the interviews to agree on the required standards for the job, the issues to be explored, and the assessment criteria.
- Encourage diversity and the inclusion of applicants from employment-disadvantaged groups.

If a panel member knows a candidate personally, this must be declared before shortlisting to prevent conflicts of interest and ensure equal opportunity principles are upheld.

Scope of the Interview

In addition to assessing the candidate's qualifications, the interview panel will explore:

- The candidate's attitude towards children and young people.
- Their ability to support the College's safeguarding and child protection agenda.
- Any gaps in employment history or discrepancies in the provided information.
- Whether the candidate has any concerns or declarations to make regarding their referees.

Pre-Appointment Screening

Before an offer of appointment is made, the following screening must be completed:

1. At least two satisfactory references obtained directly from the referees, including for international candidates.
2. Verification of the candidate's identity.
3. Verification of eligibility to work in Australia.
4. Verification of qualifications and Teacher Registration with the TRBWA.
5. Verification of a valid Working with Children Check.

All screening must be:

- Confirmed in writing.
- Documented and retained in the personnel file.
- Recorded in the College's central record database.
- Followed up if discrepancies or unsatisfactory information arise.

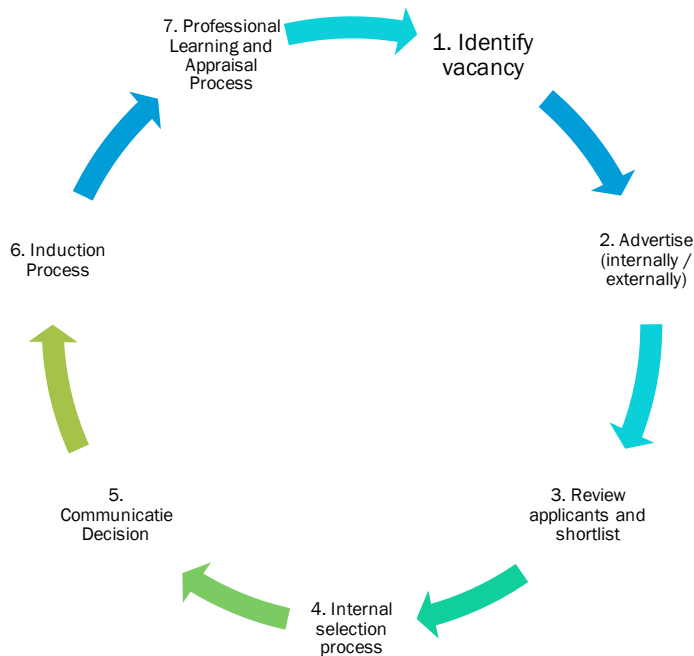
Communication of Decision

Once screening is satisfactorily completed, the successful candidate will be notified, followed by notifications to unsuccessful applicants. The successful candidate will then be offered an appointment.

Post-Appointment

Upon commencing employment, the new employee will undergo an induction process according to the College's Induction Policy. Ongoing reviews will be conducted in accordance with the Teacher Appraisal Process, including an annual audit of WWC and TRBWA registration.

Recruitment Process Flow Chart



Staff Exiting

At Divine Mercy College, the Principal oversees the staff exiting process. While the College does not conduct formal exit surveys, the Principal may choose to hold exit interviews at their discretion, particularly in cases where additional insights may benefit the College's operations or culture.

Exit interviews are not conducted for staff leaving due to:

- Redundancy
- Ill health retirement
- Dismissal
- Internal transfer within the school

If an exit interview is conducted, any significant concerns raised, such as health and safety issues, safeguarding concerns, bullying, harassment, or financial irregularities, will be

addressed directly by the Principal. The Principal is responsible for ensuring that such concerns are promptly escalated to the appropriate authorities, including the Chair of the Governing Body if necessary.

Review History

Version	Date released	Next review	Summary of Changes	Author
1	2017	2022	Document Created	Jodi Hampel
2	2022	2024	Annual Review. Minor wording changes.	Jodi Hampel
3	2024	2029	Annual Review. Applied to new template.	Yan Lau