

# AUGUSTINIANS



## PROVINCE OF OUR MOTHER OF GOOD COUNSEL AUSTRALASIA

### RECRUITMENT POLICY (PROVINCE EMPLOYED PERSONNEL – RECRUITMENT OF EMPLOYEES AND VOLUNTEERS)

#### 1. PREAMBLE

A person seeking to fill a position within the Province as either an employee or volunteer is to be subject to best practice in the recruitment of employees and volunteers. All positions of employment require careful consideration at every stage of the recruitment process in order to ensure an appropriate person fills the position.

Child safety is a key focus in the selection and employment of staff and volunteers.

The Order's '*Ratio Institutional*' and 'Plan of Formation' sets out the formation process for individuals seeking to be priests within the Augustinian Order. It is not part of this policy (which deals with lay persons only) however the 'Plan of Formation' which addresses formation policy in the Australian Province includes detail of professional standards, safe guarding and the protection of children and the vulnerable.

#### 2. PROCESS

Safe recruitment requires a consistent and thorough process of obtaining, collating, analysing, and evaluating information from and about applicants. The following must be observed:

- Clear position descriptions, skills descriptions and person specifications for all paid and voluntary posts.
- All vacancies for volunteers or paid staff should be openly advertised.
- The 'Work/Voluntary Application Form and Declaration' should be completed for all positions and it is to include WWCC/R and safeguarding checks.
- National Police Check and state appropriate credentials for working with minors unless deemed unnecessary are to be obtained.
- Written/verbal references should be obtained in respect of all candidates being considered for paid or voluntary appointment. All written references must be followed up by verbal contact with referees.

- An interview panel is to be appointed of at least two people with appropriate competence, experience, skills and authority.
- Transparent interview procedures and questioning are to be implemented that provide insight into the applicant's professional experience, qualifications, attitudes, values, and motivations. Job application documentation is to be recorded and stored securely.
- Verification to be obtained that the successful applicant has the academic or vocational qualifications claimed.
- Verification to be obtained of previous employment history and experience.
- A 'probationary period' of employment may be considered.
- A contract of employment is to be agreed to and signed.

The position description, selection criteria, interviews and reference checks articulate that children are valued and respected, the Order is committed to child safety, and sensitive to child's developmental needs and culturally safe practices.

### **3. VETTING**

All employees and volunteers are required to complete the process above before they start work or act as a volunteer. If it is necessary that a person takes up work before the WWCC/R process or police check is concluded, they must be closely supervised until the WWCC/R process/Police check is complete.

A conviction, prosecution or case pending will not necessarily prevent an applicant from being considered for employment/retention. The decision-making process is fundamentally to assess the suitability of an applicant. Any information which arises from the Vetting process may influence that decision.

#### **Data Confidentiality**

- Information passed to other appropriate and relevant staff must only be done on a 'needs' basis only.
- Only those who are entitled to see the application (or any data disclosed as part of the vetting process) as part of their duties will be allowed to do so.

### **4. TRAINING, EDUCATION AND INDUCTION**

All employees and volunteers are to undertake initially the induction program and then ongoing safeguarding training and education organised by the Order. An annual refresher will be given at the beginning of each year. This training refreshes volunteers and staff in their practical commitment to child safety and updates them on any developments in legislative reform, increasing expertise and other contemporary requirements. Maintaining a high standard of training and education:

- Protects children, by ensuring that they are in a safe environment and minimises risk of abuse;
- Educates employees and volunteers by outlining best practices and procedures;
- Helps to maintain the integrity of the Augustinian Province and its mission, by making clear its commitment to keeping children safe and modelling best practice.

## 5. OVERSIGHT

The 'Augustinian Professional Standards Team' (headed by the Co-ordinator Professional Standards) appointed by and reporting to the Provincial Council has been established to:

- Identify recent changes and updates to relevant church and civil requirements in regard to professional standards, safeguarding and child protection.
- Review and update Augustinian policy needs, particularly as it relates to safeguarding and child protection.
- Oversee all aspects of 'Redress'
- Oversee all employee and voluntary recruitment/employment processes including safeguarding checks.
- Identify, implement and record the professional standards training needs of employees and volunteers.

### Updates to this Procedure

In line with OSA Policy Development, this form will be reviewed every three years or more frequently if appropriate.

### Revisions made to this document

<u>Date</u>	<u>Major / Minor Revision</u>	<u>Description of Revision(s)</u>
Feb '20	Major	Approved at Mar '20 Prov Council meeting.
Oct '20	Minor	No 2 incl position descriptions in final para. No 4 1 <sup>st</sup> para. Include Appendix A.

### Contact Details

Contact for all matters related to this form should be directed to Co-ordinator, Professional Standards, Fr David Austin OSA, Email: [dave.austin@osa.org.au](mailto:dave.austin@osa.org.au) Phone 02 9938 0200, Address: PO Box 7278 Warringah Mall, Brookvale NSW 2100.

## APPENDIX A

<u>Augustinian Induction Program</u>		
<u>Date</u>	<u>Process</u>	<u>Yes / No</u>
	Interview with Co-ordinator, Professional Standards	
	<u>Name:</u>	
	<u>Position:</u>	
	Child Protection and safeguarding protocols discussed and 'Augustinian Safeguarding Policy' training manuals x 2 provided	
	Copy of Policies provided	
	- Statement of Commitment	
	- Code of Conduct	
	- Child Safeguarding Policy	
	- Risk Management Policy	
	- Privacy Policy	
	- Recruitment Policy	
	- Complaints Management Policy	
	- Safe Use of Information and Communication Technology	
	Contract discussed and signed. Key clauses discussed and remuneration confirmed	
	Reporting Obligations - reportable allegation and reportable conduct explained	
	Position description completed and discussed	
	WWC check sited and copy taken.	
	Code of Conduct signed	
	Signed: _____ Date: / /	