

<b>Date last approved</b>	New policy
<b>Frequency of reviews</b>	Every year
<b>Next review due</b>	October 2017
<b>Audience</b>	Current and prospective staff
<b>Stakeholders</b>	Portside Christian College Association, College Board, College Executive

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# 1. Introduction

## 1.1. Overview

The purpose of this policy is to provide guidelines for a transparent and consistent process for recruitment, selection and appointment for all employment at Portside Christian College.

Portside Christian College recruitment practices are developed in accordance with the vision and values of the College and requirements of Australian law.

# 2. Recruitment, selection and appointment principles

The following principles underpin recruitment, selection and appointment at the College:

## 2.1. Priority of quality

Quality of staff is a major determinant of excellence in educational outcomes for students. The College should seek to attract and retain the best staff.

Best practice in recruitment and selection processes needs to be maintained to ensure that the motivation of staff to work with children and young people is honourable and has the best interests of the students as their priority.

## 2.2. Priority of Christianity

At Portside Christian College, we believe our task is to help children develop their academic, social, physical, emotional and spiritual potential by providing a caring and supportive Christian education. The Australian Curriculum is presented through the lens of a biblical perspective.

Therefore, all of our permanent full time and part-time staff are to be committed Christians who aim to model Christian values and educate our students from a biblical worldview. It is our expectation that staff will be actively involved in their local church.

In addition, all staff (including non-permanent staff, such as Temporary Relief Teachers, Volunteers and Music Tutors) are required to agree to support the:

- College Values
- College Statement of Beliefs (see *Appendix A*)
- College Position Statements
- College Code of Conduct

Volunteers will be recruited following the requirements and procedures of the *College's Volunteer Policy*.

## 2.3. Merit-based selection

Recruitment and selection should be a fair and equitable process, based on the principle of merit.

## 2.4. College Requirements

Recruitment, selection and appointment practices should be aligned with the stated goals, objectives and values of the College.

Effective workforce planning will ensure that the College has the right balance of teaching staff to meet the needs of students, so that they have access to a broad range of curriculum offerings.

## 2.5. Transparency

To reduce the risk of employing unsuitable people to work in the College, the College needs to adopt a structured, transparent and systematic approach to recruitment and selection of staff.

## 2.6. Confidentiality

All recruitment and selection processes should be conducted so as to safe guard the confidentiality of applicants and preserve the integrity of the process.

## 2.7. Compliance with legislation

Recruitment and selection practices should be guided by requirements of relevant legislation.

As part of compliance with relevant legislation, Portside Christian College recognises the following exemptions with regard to Christian beliefs set out in this policy and other documents, including the *Sexuality of Staff Position Statement*:

- Exemption in relation to discrimination on the grounds of sex, chosen gender or sexuality  
*The Equal Opportunity Act (South Australia) 1984, Section 34(3) and Section 85(z)*
- Exemption in relation to discrimination made in good faith in order to avoid injury to the religious susceptibilities of adherents of that religion  
*Australian Human Rights Commission Act 1986, Definition of Discrimination*

See *Appendix B* for a copy of these extracts.

## 3. Privacy

All information disclosed during the recruitment process will be dealt with in accordance with the College's Privacy Policy and South Australian privacy legislation.

## 4. Responsibility for staff appointments

The Principal, Deputy Principals and Business Manager (Executive Committee) are appointed by Portside Christian College Incorporated in accordance with the Portside Christian College Constitution and governance policies. The Principal is responsible for all other staffing at the College.

## 5. Procedure and forms

Please refer to the Procedure(s) and Form(s) listed below which are saved with this Policy.

- Recruitment, selection and appointment procedure
- *Application for Employment – Teacher form*
- *Application for Employment – Non-Teaching form*
- Employment documents:
  - Offer of employment letter
  - Position acceptance
  - Position summary
  - Statutory declaration
  - Privacy statement

## 6. Child protection

All staff will have a current Department for Communities and Social Inclusion (DCSI) Child-Related Employment Screening check stating that this person is suitable for working with children.

Staff will undertake Responding to Abuse and Neglect (RAN) training every three years and supply a current certificate to the Deputy Principal.

### **The College will ensure that all staff are:**

- Clear about their roles and responsibilities regarding child protection.
- Aware of their obligations to immediately report suspected abuse to the Child Protection Hotline.
- Aware of the indicators when a child may be at risk of harm or significant harm.
- Provided training and development for all educators/staff in the recognition and reporting of abuse and harm.
- Provided reporting procedures and professional standards for care and protection work.
- To report to the Ombudsman any reportable allegations and convictions made against an employee and ensure they are investigated by the Principal or delegate with appropriate actions being taken when the investigation is complete.
- To notify the relevant authorities of details of employees against whom relevant disciplinary proceedings have been completed and or persons whose employment has been rejected because of a risk identified in employment screening processes.
- To provide staff with access to relevant acts, regulations, standards and other resources in order for them to complete their obligations.

### **Educators/Staff will:**

- Report any situation where they suspect a child is at risk of significant harm to the Child Protection Helpline.
- Promote the welfare, safety and wellbeing of children at the College.
- Have an awareness of referral agencies for families where concerns of harm do not meet the significant harm threshold.
- Be aware of obligations as per Responding to Abuse and Neglect training.
- Assist in supporting children and families when liaising with relevant government agencies.

### **Educators/Staff will not:**

- Drink alcohol or use illicit substances while on the College's premises and will not come to the College while under the influence of alcohol or illicit substances.
- Smoke on Portside Christian College premises or when involved in an activity of the College
- Show favouritism towards any child.
- Develop close personal relationships with children out of the carer/child relationship, including on social media.
- Use abusive, derogatory or offensive language.

## 7. Related documents

The following documents should be referenced in relation to this policy:

- Child Protection policy
- Volunteer policy
- Discrimination, Bullying & Sexual Harassment policy
- Privacy policy
- Sexuality of Staff Position Statement

## 8. Legislation/regulations

Relevant legislation includes but is not limited to:

- Equal Opportunity Act 1984 (SA)
- Commonwealth Disability Discrimination Act 1992
- Workers Rehabilitation and Compensation Act 1986
- Freedom of Information Act 1991 (SA)
- The Fair Work Act
- Sex Discrimination Act
- Racial Discrimination Act
- Long Service Leave Act
- Work Health Safety Act
- Child protection Act

## 9. References

The following documents were referenced in the creation of this policy:

- Centre Support Policies
- Association of Independent Schools of South Australia. Recruitment, Selection & Appointment of Staff in Schools: Policy Guidelines, 2016

## 10. Policy dissemination and training

Who	Method	Frequency	Details
New and prospective staff	College website	Updated after policy review	

## 11. Distribution

Information from this policy should be included in the following documents:

- College Handbook
- Staff Handbook
- ELC Handbook
- OSHC Handbook

## 12. Change history

Review Date	Amendments
1 October 2016	<ul style="list-style-type: none"><li data-bbox="416 286 711 320">• Policy first approved</li></ul>

## Appendix A – College Statement of Beliefs

We believe:

- In the Bible as the inspired Word of God.
- In God, the Creator, who has revealed Himself in the Persons of the Father, Son and the Holy Spirit.
- In the Divinity, the virgin birth and the sinless Humanity of Jesus Christ, and in His miraculous ministry, His suffering and death on the Cross as the only Saviour for the sins of the world, and His resurrection from the dead.
- That Jesus will return to the earth as its final Judge of the living and the dead.
- That all people fall short of God's perfect standard and can only find forgiveness through faith in the saving work of Jesus Christ.
- That all people who have put their faith in Jesus Christ will witness a transformation in their lives, exemplified by repentance and holiness of conduct.
- In Christian Baptism, by full immersion in water, of those who have personally placed their faith in Jesus Christ.
- In regularly celebrating the Lord's Supper, remembering Jesus Christ's saving work.
- In the Baptism in the Holy Spirit, with the normal initial evidence of speaking in unknown languages.
- In the miraculous gifts of the Holy Spirit.
- That God heals the sick today through active faith in His grace.
- In the power of prayer.
- In God's community of believers, the church and its responsibility to spread the message of the Gospel to all people and nations.

## Appendix B – Discrimination Law Extracts

### The Equal Opportunity Act (South Australia) 1984

34(3) This Division does not apply to discrimination on the grounds of sex, chosen gender or sexuality in relation to employment or engagement for the purposes of an educational institution if –

- (a) The educational institution is administered in accordance with the precepts of a particular religion and the discrimination is founded on the precepts of that religion, and;
- (b) The educational authority administering the institution has a written policy stating its position in relation to the matter; and
- (c) A copy of the policy is given to a person who is to be interviewed for or offered employment with the authority or a teacher who is to be offered engagement as a contractor by the authority; and
- (d) A copy of the policy is provided on request, free of charge –
  - i. To employees and contractors and prospective employees and contractors of the authority to whom it relates or may relate; and
  - ii. To students, prospective students and parents and guardians of students and prospective students of the institution; and
  - iii. To other members of the public.

Please note the specific obligations in Section 85(z) that relate to exemptions regarding discrimination: 85(z)

2) This Division does not apply to discrimination against same sex domestic partners on the ground of marital or domestic partnership in relation to employment or engagement for the purposes of an educational institution administered in accordance with the precepts of a particular religion if Part 3 Division 2 does not apply in relation to discrimination on the ground of sexuality in relation to the employment or engagement (see section 34(3)).

### Australian Human Rights Commission Act 1986

“discrimination”, except in Part 11B, means:

- a) Any distinction, exclusion or preference made on the basis of race, colour, sex, religion, political opinion, national extraction or social origin that has the effect of nullifying or impairing equality of opportunity or treatment in employment or occupation; and
- b) Any other distinction, exclusion or preference that:
  - i. Has the effect of nullifying or impairing equality of opportunity or treatment in employment or occupation; and
  - ii. Has been declared by the regulations to constitute discrimination for the purposes of this Act;

But does not include any distinction, exclusion or preference:

- c) In respect of a particular job based on the inherent requirements of the job; or
- d) In connection with employment as a member of the staff of an institution that is conducted in accordance with the doctrines, tenets, beliefs or teachings of a particular religion or creed, being a distinction, exclusion or preference made in good faith in order to avoid injury to the religious susceptibilities of adherents of that religion or that creed.