



WORKFORCE SCREENING AND ACCREDITATION POLICY

“Whoever receives one such child in my name receives me, and whoever receives me, receives not me but Him who sent me.” Mark 9:37

1. PURPOSE

This policy outlines the mandatory employment eligibility and child safety requirements for Our Lady of Sion staff. It establishes clear standards for professional registration, accreditation to teach in a Catholic school, and legal work rights in Australia. The policy also details the necessary background checks, including teacher registration, Working with Children Checks, and National Police Checks, to ensure a safe and compliant recruitment process. By setting these expectations, the policy supports the creation of a child-safe environment and upholds the integrity and professionalism of the workforce.

2. PRINCIPLES

The Our Lady of Sion Board is committed to ensuring that only appropriately qualified, safe, and suitable individuals are employed to work with children and young people. This commitment is grounded in a strong child safety culture and includes actions to:

- embed a culture of zero tolerance for child abuse
- promote safe, respectful, and inclusive environments that support student learning and wellbeing
- ensure rigorous recruitment and employment practices that include verification of professional registration, accreditation to teach in Catholic schools, legal work rights, mandatory background checks and is in accordance with the College *Child Safety Recruitment Procedures*
- comply with the minimum standards for school registration under the *Education and Training Reform Act 2006 (Vic)*, the *Education and Training Reform Regulations 2017 (Vic)*, and all relevant ministerial orders and legislative instruments.

Our Lady of Sion College staff are expected to uphold high standards of professional conduct and integrity outlined in the *Code of Conduct*.

3. POLICY

3.1. Working With Children Clearance

Our Lady of Sion College requires that all staff engaged in child-connected or child-related work hold a current Working With Children Clearance (Clearance) with the exception that where an employee holds a current Victorian Institute of Teaching (VIT) registration, they are exempt from obtaining a separate Clearance.

Maintaining a current Clearance is a condition of employment and engagement for Our Lady of Sion College Staff engaged in child-connected or child-related work.

Our Lady of Sion College may also require staff not directly engaged in child-connected or child-related work, and who may otherwise be exempt under the Victorian Worker Screening Act 2020, to obtain a Clearance.



The following persons who come into contact with Our Lady of Sion College, are/are not required to hold a Clearance: Parent volunteer	Yes	
Family volunteer	Yes	
Builders/Contractors working on a long-term project or engaged on a regular basis	Yes	
Plumber visiting to fix leaking tap	No	Must be supervised by College Leadership Team or Delegate.
International student placement	Yes	
Workers at a school fete	Yes	Where they will be in contact with children
Postal delivery person	No	

Our Lady of Sion College Staff are required to be made aware of the Working With Children Check (WWCC) requirements at the time of their appointment and reminded annually. Where a Clearance is required, this must be obtained prior to commencing work. A person may not commence work while the screening process is being undertaken.

Our Lady of Sion College Staff are responsible for obtaining their own WWCC, including covering the cost.

Procedures for sighting, verification and recording Staff Clearances is set out in the *Working With Children Check Procedures* and the *Child Safety Recruitment Procedures*.

3.2. National Police Checks or National Criminal History Record Checks

All Our Lady of Sion College Staff who are required as a condition of their employment or engagement, or by legislation or regulation to have a National Police Check or National Criminal History Record Check (Police Check) is responsible for obtaining this prior to commencing work.

As a Police Check reflects only the status at the time it is issued, Our Lady of Sion College may require a staff member to obtain an updated Police Check at any time during their employment or engagement. At a minimum, a Police Check is required every five years.

Staff are responsible for the cost of obtaining a Police Check, unless otherwise specified.

The Police Check must be sighted, verified and recorded by the College.

3.3. Teacher Registration

All staff employed as teachers at Our Lady of Sion College are required to hold current registration with the VIT as a condition of their employment.

Procedures for sighting, verification and recording teacher registration is set out in the *Teacher Registration Procedures* and the *Child Safety Recruitment Procedures*.



3.4. Accreditation to Teach in a Catholic School

All teachers employed by Our Lady of Sion College are required to gain and maintain Accreditation to Teach in a Catholic School.

All teachers of Religious Education and school leaders are required to gain and maintain Accreditation to Teach Religious Education or Lead in a Catholic School. These requirements are set out in the Victorian Catholic Education Authority (VCEA) policy, *Accreditation to Teach and to Teach Religious Education or Lead in Catholic Schools in Victoria*.

3.5. Professional Registration

Where Our Lady of Sion College employs Staff that are required to hold a professional registration, this must be sighted and verified prior to engagement. Examples of professional registrations (other than Teacher registration) include Nurses and Psychologists.

Should there be a change or restriction on the terms of the professional registration, the staff member must immediately notify the Principal.

3.6. Eligibility to Work in Australia

Employees of Our Lady of Sion College are required to have Australian citizenship or to be a permanent resident of Australia or New Zealand or to have a valid visa that provides the right to work in Australia in the role for which they are employed.

Staff members must provide evidence of their entitlement to work in Australia prior to commencing work. Evidence of a candidate's right to work in Australia may be provided by the following documents:

- Australian birth certificate and photo ID
- Australian citizenship certificate
- Australian passport
- New Zealand passport
- New Zealand birth certificate and photo ID
- Certificate of Evidence of Resident Status
- valid visa with relevant work rights.

Staff members who are working subject to visa conditions must provide the College with evidence of a valid visa in accordance with the Employment of Visa Holders and Overseas Workers Policy.

3.7. Required Disclosures

Our Lady of Sion College Staff members must immediately notify the Principal if they are charged or convicted of a criminal offence, or if they become subject to any formal action by a regulator during their employment or engagement.

4. DEFINITIONS

Child related work

The *Worker Screening Act 2020 (Act)* defines 'child-related work' as work which usually involves (or is likely to involve) direct contact with a child, irrespective of whether that contact is supervised or not, and in any of the child-related occupational fields listed in the Act. The definition of direct contact includes oral, written or electronic communication as well as face-to-face and physical contact. 'Child-related work' may be either paid or unpaid (voluntary).

Child-related works mean work at a service or place that usually involves direct contact with children. The work can be performed by an employee, contractor, minister for religion, and volunteers. Child-related work relevantly includes work in schools, clubs and association of a cultural, recreational or sporting nature that provide services or conduct activities for children, religious organisations, coaching and tuition services for



children, counselling and other support services for children, overnight camps for children, school crossing services, gym and play facilities specifically for children, photography services specifically for children, and talent competitions for children. Child-related work does not include occasional direct contact with children that is incident to the work.

Child safety

Child safety includes matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to suspicions, incidents, disclosures or allegations of child abuse (Ministerial Order No. 1359).

Victorian Institute of Teaching (VIT)

The Victorian Institute of Teaching (VIT) is a body established under the Education and Training Reform Act 2006 (Vic). It is responsible for registering teachers and early childhood teachers in Victoria. It is also responsible for assessing the ongoing suitability of teachers and early childhood teachers to remain registered in Victoria.

Working with Children Clearance

Working with Children clearance means that Working with Children Check Victoria has assessed that the person is suitable to engage in child related work.

5. REFERENCES

Teacher Registration Procedures
Code of Conduct
Child Safety Recruitment Procedures

6. WORKFORCE SCREENING AND ACCREDITATION POICY STATUS AND REVIEW

STATUS OF POLICY	
College Leader Responsible	Principal
Approving Authority	College Leadership Team
Approval Date	July 2026
Date of next review	July 2030
Publication	Website; Staff Portal; Staff Handbook

Record of Review

Details of Amendments	By Whom	Date
Created and aligned to MACS Workforce Screening and Accreditation Policy 2026	Principal	July 2026