



DIVINE MERCY COLLEGE

Recruitment Policy

Summary

This Recruitment and Selection Policy aims to ensure both safe and fair recruitment and selection is conducted at all times. Safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection and is an essential part of creating safe environments for children and young people.

Divine Mercy College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment and therefore DMC is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the school's performance and fundamental to the delivery of a high quality service.

Scope and Purpose

1. To ensure the recruitment of both permanent and fixed-term staff (including voluntary) is conducted in a fair, effective and economic manner.
2. To achieve this purpose, those that are responsible for each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.
3. To ensure a child-safe centred approach in recruitment

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

Principals

The following principles are encompassed in this policy:

- All applicants will receive fair treatment and a high quality service
- The job description and person specification are essential tools and will be used throughout the process
- Employees will be recruited on the knowledge, experience and skills needed for the job
- Selection will be carried out by a panel with at least two members but preferably with three.
- Selection will be based on a minimum of completed application form, short listing and interview
- Monitoring and Evaluation are essential for assessing the effectiveness of the process
- All posts will normally be advertised.
- The Equality Act 2010 makes it a requirement to make reasonable adjustment to the recruitment process if an applicant makes the employer aware that they have a disability.
- To ensure DMC have a child-safe centred approach to the recruitment of staff and/volunteers



DIVINE MERCY COLLEGE

Recruitment Process

Objective

The objective of the recruitment process is to attract, select and retain staff who will successfully and positively contribute to the future development of the school. The first experience an individual has is important; therefore the experience should be positive and all those responsible for recruiting will:

- Leave a positive image with unsuccessful applicants
- Give successful applicants a clear understanding of the post and what is expected of them
- Reduce the risk of a bad selection decision that can be expensive and may cause line management problems in the future or may not meet the school's commitment to safeguard children and young people.

Job Description

An accurate job description is required for all positions.

Advertising and Short Listing

All positions are to be advertised at least internally and/or externally. All advertisements are to include that Divine Mercy College is a Safe School and that Child Protection practices are embedded within the College. Once applications have been received, they will be short listed for interviews.

Interviews

The interview will assess the merits of each candidate against the job requirements, and explore their suitability to work with children and young people. The selection process for people who will work with children and young people will always include a face-to-face interview even if there is only one candidate.

Interview Panel

A minimum of two interviewers will form the interviewing panel, but preferably three. The Interview Panel seeks to attract a pool of applicants with an appropriate gender balance.

The members of the panel will:

- determining interview questions (applicants must not be questioned in a way that implies or could be taken to imply, unfair or discriminatory attitudes to the applicant's age, sex, marital status, sexual preference, family responsibilities, racial or ethnic origin);
- have the necessary authority to make decisions about appointments;
- meet before the interviews to:
 - reach a consensus about the required standard for the job to which they are appointing;
 - consider the issues to be explored with each candidate and who on the panel will ask about each of those;
 - agree their assessment criteria in accordance with the person specification;
 - Encourage members of employment-disadvantaged groups.

Where a candidate is known personally to a member of the selection panel it will be declared before short listing takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

Scope of the Interview

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will also explore:

- the candidate's attitude toward children and young people;



DIVINE MERCY COLLEGE

- his/her ability to support the school's agenda for safeguarding and promoting the welfare of children, child protection, mandatory reporting and knowledge of protective behaviour curriculum
- gaps in the candidate's employment history;
- concerns or discrepancies arising from the information provided by the candidate and/or a referee;
- the candidate will also be asked if there is anything s/he wishes to declare/discuss in light of the questions that have been (or will be) put to his/her referees. (And it is vital that the references are obtained and scrutinised before a person's appointment is confirmed and before s/he starts work.)

Pre Appointment Screening

The following screening must take place before an offer of appointment is given to the successful candidate

- i. the receipt of at least two satisfactory references - The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They will always be sought and obtained directly from the referee, even if they are not from within Australia. References will be sought on all short listed candidates, including internal ones.
- ii. verification of the candidate's identity
- iii. verification of eligibility to work in Australia
- iv. verification of qualifications and Teacher Registration with TRB
- v. verification of working with Children Check

All screening must be:

- confirmed in writing;
- documented and retained on the personnel file
- recorded on the school's central record database; and,
- followed up where they are unsatisfactory or there are discrepancies in the information provided.

Communication of Decision

Once a decision has been made and the screening has been completed and is satisfactory, the successful applicant will be notified and then the unsuccessful applicants will be notified. Then an offer of appointment will be given to the successful candidate.

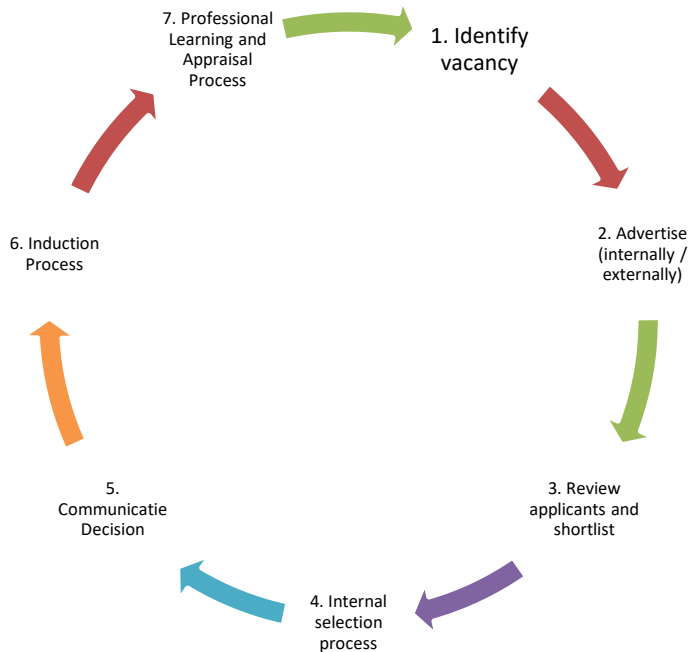
Post Appointment

On commencing employment the employee will go through an induction process according to the Induction Policy and ongoing Review in accordance with the Teacher Appraisal Process. To ensure teaching eligibility is up to date administration to conduct an annual audit of WWC and TRB currency (please note these are also validated during the teacher appraisal process, therefore conducted twice per year).

Recruitment Process Flow Chart



DIVINE MERCY COLLEGE



Staff Exiting

Divine Mercy College has implemented the use of exit surveys to gather information in identifying recruitment and retention difficulties or problem areas. Exit surveys also provide employees who are leaving Divine Mercy College with an opportunity to raise any concerns which they may have found difficult to express whilst in the work environment.

An exit interview is **not** required if the reason for leaving is: -

- Redundancy
- Ill health retirement
- Dismissal
- An internal transfer within the school

The exit surveys should be given out as soon as possible after the employee has formally resigned from the post, and is to be returned signed before (or on) their last day of employment to the Registration Officer with a copy to be retained in the employees personal file with a copy given to the employee.

If any serious areas for concern are revealed from the survey they must be brought immediately to the attention of the Principal and/or the Chair of the Governing Body.

Examples of serious concerns could be:

- Health and Safety concerns
- Safeguarding
- Bullying
- Harassment
- Financial Irregularities

This list is not exhaustive, If the Registration Officer deems any concerns to be of a serious nature they must ensure they are brought immediately to the attention of the Principal and /or Chair of the Governing Body.



DIVINE MERCY COLLEGE

The Registration Officer will monitor the information gathered through Exit surveys using it to identify common reasons /trends for voluntary leavers.

RESPONSIBILITIES

Responsibility of employees

Employees have a responsibility to provide honest feedback about their employment with the School. This will ensure that any changes made are based on feedback that accurately reflects perceptions.

Responsibility of managers

The Registration Officer has a responsibility to coordinate the Exit surveys for all employees on the termination of employment other than those identified above.



DIVINE MERCY COLLEGE

Date

Dear

I am sorry to receive notice of your recent decision to tender your resignation from (insert post title).

I hope you have enjoyed your time at Divine Mercy College and that you have gained some valuable knowledge and experience in working with us. From our point of view, your colleagues and I have really appreciated your support and friendship.

As you are no doubt aware, the School keeps comprehensive records about all aspects of the recruitment and selection process. We would also like to know why people are leaving and have devised an exit questionnaire to record information, which will be used for school improvement and monitoring and reporting on employee turnover.

I would be grateful if you would complete the attached exit survey about your experiences at Divine Mercy College. Please be as open and honest with your feedback as possible. Please ensure you sign the completed survey and return to the Registration Officer before or on your last day of employment. Rest assured that the objective of the exit interview is to try to improve things for employees and your input, prior to leaving your post, will be extremely valuable.

I would like to take this opportunity to thank you in advance for taking part in the exit survey process and, more particularly, for your contribution to the work of the school whilst you have been in our employment.

Yours sincerely



DIVINE MERCY COLLEGE

EXIT SURVEY FORM

Please complete for school improvement purposes and will be collated to produce statistics for internal purposes. Information on this survey will be treated confidentially.

If you require help in completing this form please visit the Registration Officer pages on the Intranet or the Human Resource Officer, Newman School.

1. Personal Details

Name _____

Job title _____

2. Reason for leaving **Please indicate with "X" unless you have more than one reason then use 1,2,3 with 1 being the most relevant.**

a) Domestic circumstances

- Unpaid leave e.g. career break
- Difficulty travelling to and from work
- Ill health
- Marriage/partner moving area
- Maternity
- Moving area
- Carer/childcare arrangements
- Retirement (age)
- Other domestic reason

b) Alternative career plans

- Return to stude
- Set up own business
- New career outside education
- Travel abroad

c) Specific job related reasons

- | | |
|--|---|
| Dissatisfaction with pay <input type="checkbox"/> | Lack of promotion/career development <input type="checkbox"/> |
| Inflexibility of working hours <input type="checkbox"/> | Workload/stress <input type="checkbox"/> |
| Nature of work/job satisfaction <input type="checkbox"/> | Work environment <input type="checkbox"/> |
| Job was not as advertised/described <input type="checkbox"/> | Insufficient challenge <input type="checkbox"/> |
| Dissatisfaction with leadership style <input type="checkbox"/> | Lack of training and development <input type="checkbox"/> |
| Relationships with colleagues <input type="checkbox"/> | Inadequate induction to job/School <input type="checkbox"/> |
| Personal betterment <input type="checkbox"/> | Other (please specify) <input type="checkbox"/> |



DIVINE MERCY COLLEGE

3. Where are you going?

Please indicate with "X"

Please indicate the type of organisation you are joining:-

An organisation in the public sector

Self employment

An organisation in a private sector

Will not be in employment

Further study

Other (please specify)

What is the name of the organisation you are joining?

4. Working for Divine Mercy College

Please indicate with "X"

a) Did your manager/supervisor: -

Always

Usually

Seldom

Never

Show you fair treatment?

Give praise for work well done?

Deal promptly with complaints/problems?

Give encouragement & help when needed?

Explain the job properly? Inform you as to your progress?

Listen to your suggestions/criticisms?

Ensure that procedures were known and followed?

b) What was the best aspect of working at DMC?

c) What was the worst aspect?

d) If you could change something within the School what would it be?



DIVINE MERCY COLLEGE

5. Any other comments

Human Resource Officer comments

Signed: _____
Employee

Date : _____

Signed: _____
Registration Officer

Date : _____

Print name: _____
Registration Officer

Tel: _____

Please hand to the Registration Officer or send this form when completed via email to:
admin@divinemercycollege.wa.edu.au

Recruitment Policy

Date	Version	Details	Written by	Approved by
29/11/2022	3	Policy Written	Mrs Yan Lau	Mr Adam Zydek