

 NEW NORCIA SERVICES	Policy	
	Recruitment & Selection of Employees	
Document: Policy - 10.07	Rev. 2	Effective June 2023

10.00 Safeguarding

10.07 Recruitment & Selection of Employees

New Norcia Services seeks to ensure through vigilant recruitment and selection processes that only the best suited applicants who meet the relevant criteria to ensure the safety and wellbeing of children and adults at risk who may visit our site are offered positions of employment when they become available.

New Norcia Parish and the New Norcia workplace has *a zero-tolerance* approach to the abuse of children and adults at risk, and this is reflected in all aspects of its advertising, screening and recruitment for personnel. New Norcia personnel must at all times show the utmost respect for children and adults at risk with particular attention to Aboriginal and Torres Strait Islanders, those with disabilities and those from culturally and diverse backgrounds.

Advertising Positions

- Each position is assessed taking into consideration the expected level of contact (or potential contact) with children and adults at risk appropriate safeguarding recruitment processes subsequently implemented
- Include a statement relating to New Norcia’s commitment to safeguarding, referencing the Safeguarding Policy and Code of Conduct
- Essential criteria to include a Working With Children clearance where the work involves contact with Children

Interview Process & Selection Criteria

- Clearly state required experience, qualifications, qualities and attributes during pre- interview and face-to-face interview discussions
- Provide interviewees with a copy of the Safeguarding manual
- Applicants working in a position whereby they have access to children in the workplace must have a current Working With Children clearance
- All other applicants to have a current National police clearance
- Ask open questions during the interview process – these allow the interviewer to gain more insight into the person being interviewed (see interview guide notes)
- Conduct thorough reference checks (at least 2)
- Take copies of ID (at least 2 copies)
- Refer to 10.14 Risk Management Plan Appendix A: Sample Interview Questions, Appendix B: Sample Referee Questions and Checklist and Appendix C: Pre-Employment Screening Checklist and Applications