

Staff Recruitment Policy & New Recruitment Checklist

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1 Organisational Statement

- 1.1 Mastery Schools Australia (the School or MSA) is committed to maintaining a child-safe, qualified and suitable workforce by rigorously assessing the

eligibility and suitability of all individuals engaged to work or volunteer at the School.

- 1.2 This includes ensuring that employees, contractors and volunteers align with the School's values of Resilience, Discipline, High Expectations, Personal Responsibility, Efficiency and Evidence-Based Practice, and meet all legal, professional and ethical obligations, including required registrations and clearances, to protect students from harm.
- 1.3 MSA recognises that effective recruitment, screening and ongoing suitability checks are critical components of maintaining safe learning environments for all students.

2 Scope

- 2.1 This applies to all applicants, employees, contractors and volunteers of Mastery Schools Australia.
- 2.2 All persons involved in recruitment, selection, screening and engagement processes are responsible for understanding and complying with this Policy.
- 2.3 This Policy applies to all Mastery Schools Australia campuses and operations across Australia.
- 2.4 The implementation of this Policy must be read in conjunction with the relevant legislation, registration requirements and child safety frameworks applicable in the State or Territory in which the School operates.

3 Purpose

- 3.1 The purpose of this Policy is to establish consistent national standards for the recruitment, selection and screening of individuals engaged to work or volunteer at Mastery Schools Australia.
- 3.2 This Policy provides guidance to staff involved in recruitment processes to ensure that individuals undertaking child-related or teaching roles meet the required eligibility, suitability and professional standards.
- 3.3 The Policy also outlines the School's expectations for maintaining a child-safe and professionally suitable workforce, including:
 - (a) verification of required registrations and clearances;
 - (b) alignment with the School's values and educational approach;
 - (c) compliance with applicable legal and regulatory obligations; and
 - (d) ongoing monitoring of suitability for individuals working with students.

4 Related Documents

The following documents should be read in conjunction with this Policy, as applicable in the State or Territory in which the School operates:

- (a) Child Safety Policy
- (b) Staff Code of Conduct
- (c) Staff Induction, Supervision and Ongoing Suitability Policy & Procedure
- (d) Staff Recruitment, Onboarding and Induction Checklist
- (e) Complaints Management Policy
- (f) Privacy Policy
- (g) Work Health and Safety Policy
- (h) Records Management Policy

5 References

- (a) Fair Work Act 2009 (Cth)
- (b) Privacy Act 1988 (Cth)
- (c) Child Protection (Working with Children) Act 2012 (NSW)
- (d) Working with Children (Risk Management and Screening) Act 2000 (Qld)
- (e) Registration to Work with Vulnerable People Act 2013 (Tas)

6 Definitions

Term	Definitions
Relevant Child Safety Clearance	<p>means the legally required child safety screening clearance (and any associated employer verification requirements) applicable in the jurisdiction in which the School operates, including but not limited to:</p> <ul style="list-style-type: none"> a) Blue Card (QLD) b) Registration to Work with Vulnerable People (RWVP) (TAS) c) Working with Children Clearance (NSW)
Teacher Regulatory Authority	<p>means the statutory body responsible for the registration, accreditation or authorisation of teachers in the jurisdiction in which the School operates, including but not limited to:</p> <ul style="list-style-type: none"> a) Queensland College of Teachers (QCT) b) NSW Education Standards Authority (NESA) c) Teachers Registration Board Tasmania (TRB-Tas)

Relevant Teacher Registration	means the legally required teacher registration, accreditation or authority to teach issued by the relevant Teacher Regulatory Authority in the jurisdiction in which the School operates.
Applicant	means a person applying to be employed or otherwise engaged by the School as a staff member, contractor or volunteer.
Child-related work	means work that involves direct contact with children or access to information about children as a usual and inherent part of a person's role, as defined under the relevant child protection or screening legislation in the jurisdiction in which the School operates. For clarity, whether work is considered child-related work will be determined in accordance with applicable legislation and the nature of the role, including the level and type of contact with children. Direct contact includes physical, face-to-face, written, verbal or electronic communication with children.
Child-connected work	means work authorised by the School and performed by an adult in a school environment while children are present or reasonably expected to be present. Mastery Schools Australia considers all staff, contractors and volunteers engaged to work at the School to be performing child-connected work.
School environment	means any physical, online or off-site setting used in connection with School activities, including: <ul style="list-style-type: none"> a) the physical premises of the School b) online or digital platforms authorised by the School for use by students (for example email, learning management systems or communication platforms) c) off-site or third-party venues used for School-endorsed activities, including excursions, camps, work placements or other approved programs.
Staff	means an individual engaged to perform work for the School, including an employee, contractor, volunteer, or a person undertaking work experience or practical training.
Student	means a person enrolled at or attending the School.
Volunteer	means a person who performs work for the School without remuneration or financial reward, including parent helpers, student teacher placements and other community volunteers.
Vulnerable Students	means students who may be at increased risk of harm, abuse, neglect or disadvantage due to individual, social or systemic factors. Examples may include students with disability, Aboriginal and Torres Strait Islander students, culturally and linguistically diverse students, LGBTQIA+ students, and students experiencing homelessness or out-of-home care.
Staff Register	means a central, secure record maintained by the School capturing staff and volunteer compliance, screening and registration details.
Board	means the Board of Mastery Schools Australia Ltd.
Child Abuse	means any act or omission that results in harm to a child or places a child at risk of harm, including physical abuse, sexual

	abuse, emotional or psychological abuse, neglect, grooming or exploitation, as defined under applicable child protection legislation in the jurisdiction in which the School operates.
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7 Roles and responsibilities

7.1 HR

- (a) Coordinates the end-to-end recruitment and screening process for all staff, contractors and volunteers;
- (b) Verifies Relevant Child Safety Clearance or Relevant Teacher Registration, as applicable, for all individuals prior to engagement;
- (c) Sights, records and securely stores identity, qualification and screening documentation;
- (d) Records and tracks registration numbers, expiry dates, and class (employee/volunteer);
- (e) Maintains recruitment records and the Staff Register upon onboarding;
- (f) Conducts interviews and assessment of applicants;
- (g) Conducts referee checks where required;
- (h) Ensures position descriptions and advertisements include child safety statements; and
- (i) Issues Letters of Offer and employment documentation once screening is complete.

7.2 Principal

- (a) Ensures recruitment and screening practices align with child safety obligations and legislative requirements;
- (b) Ensures that volunteer and contractor engagements involving child-related work are subject to appropriate screening and suitability assessment prior to approval;
- (c) Ensures that only individuals with valid Relevant Child Safety Clearance or Relevant Teacher Registration are engaged in child-related work, as applicable to the role; and
- (d) Responds to any concerns regarding applicant suitability or screening outcomes prior to engagement.

7.3 Talent Manager and Recruitment Specialist

- (a) Conduct the interview process for all Applicants.
- (b) Ensure Applicants are informed of the School's child safety expectations and screening requirements.
- (c) Document interview questions, responses and ensure these records are provided to HR for secure storage.

7.4 Applicants, All Staff, Contractors and Volunteers

- (a) Provide accurate and complete information during the recruitment process;
- (b) Supply required screening documentation (Relevant Child Safety Clearance, Relevant Teacher Registration, identity and qualifications) prior to commencement; and
- (c) Disclose any relevant history that may affect suitability to work with children.
- (d) Notify the School immediately of any change to their Relevant Child Safety Clearance or Relevant Teacher Registration status, including suspension, cancellation or expiry.

8 Recruitment Procedure

- 8.1 Where a new employee, volunteer, or contractor is required, HR is responsible for:
- (a) Preparing or updating the position description and advertisement in line with the requirements of this Policy;
 - (b) Developing selection criteria and appointing a selection panel;
 - (c) Coordinating the interview process, including child safety and suitability screening;
 - (d) Conducting referee checks and verifying Relevant Child Safety Clearance or Relevant Teacher Registration, as applicable, and any other required documentation;
 - (e) Preparing Letters of Offer, contracts or agreements.
- 8.2 Individuals must not commence in child-related work until all required screening and verification requirements have been completed.

9 Position Description Requirements

- 9.1 All position descriptions must include:
- (a) role's responsibilities in relation to child safety and wellbeing;
 - (b) essential or relevant qualifications, experience, and personal attributes relating to child safety;
 - (c) a statement of MSA's commitment to providing a culturally safe environment for Aboriginal and Torres Strait Islander children;
 - (d) that the School upholds equity and recognises the diverse needs of children and Students and pays particular attention to the needs of Vulnerable Students; and
 - (e) information about the School's Child Safety Code of Conduct, the child safety practices of the School, including its commitment to the Child

Safe Standards, for example a link to the School's child safety documents online.

10 Advertisement Requirements

10.1 HR is responsible for the advertisement of all Staff roles and the advertisement must include:

- (a) the job's requirements, duties and responsibilities regarding child safety and wellbeing;
- (b) the job applicant's essential or relevant qualifications, experience and attributes in relation to child safety and wellbeing;
- (c) statements of the School's active promotion of the safety and wellbeing of all Students;
- (d) a statement to the effect that the School upholds equity and recognises the diverse needs of children and Students and pays particular attention to the needs of Vulnerable Students; and
- (e) information about the School's Child Safety Policy and Child Safety Code of Conduct, the child safety practices of the School, including its commitment to the Child Safe Standards, for example a link to the School's child safety documents online.

10.2 The advertisement should also:

- (a) inform potential applicants that reference and background checks will be conducted as part of the recruitment process. This includes verification of Relevant Child Safety Clearance or Relevant Teacher Registration (where applicable), police record checks, and any other clearances or evidence (e.g. vaccination) required by the School's policies or specific role requirements;
- (b) role-specific requirements such as a current driver's license will only be included in the selection criteria where they are an inherent requirement of the role;
- (c) provide applicants with access to the position description, including by attaching a copy or providing a link to where it is available; and
- (d) specifically welcome applications from Aboriginal people, people from culturally and/or linguistically diverse backgrounds and people with a disability.

10.3 All advertisements must include:

"Mastery Schools Australia promotes the safety, wellbeing and inclusion of all children including those with disability, Aboriginal background, and culturally and linguistically diverse backgrounds. Applicants are welcome to elaborate on experiences they may have working with these groups."

11 Conducting the Interview

- 11.1 The following information must be communicated to applicants prior to or during the interview process:
- (a) That MSA is committed to child safety and complies with all applicable child protection and screening legislation in the jurisdiction in which the School is operating.
 - (b) That all Applicants for child-related work must hold a valid Relevant Child Safety Clearance and, where applicable, Relevant Teacher Registration appropriate to the role, which may include a national criminal history check.
 - (c) That in most cases, the Relevant Child Safety Clearance and Relevant Teacher Registration (where applicable) satisfy the School's standard screening requirements.
 - (d) That additional screening (for example, a national police check) may be requested where reasonably required for risk management purposes, including but not limited to:
 - (i) where an Applicant does not yet hold the required Relevant Child Safety Clearance or Relevant Teacher Registration;
 - (ii) where the role involves high-level access to sensitive information, financial responsibilities or other elevated risk factors; or
 - (iii) where the Applicant has resided interstate or overseas and equivalent screening is required.
 - (e) That failure to provide required screening documentation may result in the Applicant being withdrawn from the recruitment process.
 - (f) That any additional records collected (for example, police checks) will be handled in accordance with the School's privacy and recordkeeping obligations and stored securely.
- 11.2 During the interview, the interviewer must:
- (a) Reiterate that child safety is a condition of employment and reference the Child Safety Code of Conduct.
 - (b) Ask open-ended, behavioural questions aligned with the position's selection criteria.
 - (c) Assess the applicant's understanding of child safety by asking specific questions, such as:
 - (i) Tell us about why you want to work with children.
 - (ii) Describe a time when you had to manage a child whose behaviour you found challenging.
 - (iii) Tell us about a time when you had to comfort a distressed child.

- (iv) What would you consider to be appropriate and inappropriate conduct between an adult and a child or young person?
- (v) What would you do if you thought a colleague was acting inappropriately with a child?
- (vi) How would you describe your approach to engaging with children and young people?
- (d) Ask the applicant to disclose any existing Relevant Child Safety Clearance registration and clarify any prior disciplinary history relevant to working with children.
- (e) Ask applicants to explain any gaps in employment history.
- (f) Ask the same questions of all candidates to ensure fairness and comparability.
- (g) Take appropriate notes during and immediately following the interview to support selection decisions.

12 Screening Requirements

12.1 Staff

- (a) When employing a Staff member, HR (or delegate) must (unless the following tasks have already been undertaken in the previous 12-month period for the particular employee) ensure the following:
 - (b) sight, verify and record the employee's Relevant Child Safety Clearance and Relevant Teacher Registration (where applicable) number and expiry date or equivalent; and
 - (c) collect and record:
 - (i) proof of personal identity;
 - (ii) information about any essential or relevant professional or other qualifications;
 - (iii) their history of work involving children; and
 - (iv) references that address their suitability for the job and for working with children.
 - (d) This applies to all:
 - (i) Teaching staff;
 - (ii) Support staff;
 - (iii) Office/admin staff;
 - (iv) Volunteers; and
 - (v) Contractors who work on-site during school hours.

12.2 Volunteers

- (a) When engaging Volunteers to perform child-connected work at an MSA campus, Principals must (unless these checks have already been undertaken within the past 12 months for a particular Volunteer) ensure the following:
 - (i) sight, verify and record the person's Relevant Child Safety Clearance in accordance with the applicable legislative and regulatory requirements in the jurisdiction in which the School is operating.
 - (ii) Consider the child safety risks relevant to the Volunteer's role and, where reasonable and appropriate, collect and record:
 - (A) Proof of personal identity;
 - (B) Information about any essential or relevant professional or other qualifications;
 - (C) The person's history of work involving children;
 - (D) References that address the person's suitability to work with children.
- (b) Volunteers must be made aware of, and agree to comply with, the School's Child Safety Policy and Procedure Suite.
- (c) All Volunteers are required to read and sign an acknowledgement that they have read and understood the School's Staff Code of Conduct prior to commencing work.

12.3 Parent Volunteers:

- (a) MSA recognises that parents and carers play a valuable role in supporting school activities through volunteering.
- (b) Where parents or carers of enrolled students undertake volunteer duties that involve child-related work or otherwise require screening under applicable legislation, they will be treated as Volunteers for the purposes of this Policy. Accordingly:
 - (i) Parent Volunteers must hold and maintain a valid Relevant Child Safety Clearance where required under applicable legislation or where the School determines the role involves more than incidental or supervised contact with children;
 - (ii) Relevant Child Safety Clearance verification must be completed and recorded by the School prior to the Parent Volunteer commencing duties requiring such clearance;
 - (iii) Parent Volunteers who do not hold the required Relevant Child Safety Clearance will not be permitted to undertake volunteer activities that require screening under legislation or School risk assessment processes;

- (iv) The School will provide clear information about volunteer screening obligations during enrolment processes and in communications relating to volunteer opportunities; and
- (v) The level of supervision and screening required for Parent Volunteers will be determined based on the nature of the activity, the level of contact with children and applicable jurisdictional requirements.

(c) New South Wales Schools

In New South Wales, certain parent volunteers may be exempt from holding a WWCC where their involvement constitutes incidental contact with children and they are appropriately supervised, in accordance with NSW legislation.

(d) Queensland Schools

In Queensland, certain parent volunteers may be exempt from holding a Blue Card where legislative exemption criteria are met (for example, parent volunteers whose child is involved and who are appropriately supervised). The School may nevertheless require a Blue Card based on risk assessment.

(e) Tasmanian Schools

In Tasmania, parent volunteers undertaking child-related work are generally required to hold a valid RWVP in accordance with the Registration to Work with Vulnerable People Act 2013 (Tas).

12.4 Contractors – Child-Related Work

- (a) Contractors are considered Staff for the purposes of this Policy. The School is responsible for ensuring that Contractors, and any of their personnel, comply with all relevant child safety laws and obligations in the jurisdiction in which the School operates.
- (b) When engaging a Contractor in child-related work, the Principal must, unless the following checks have already been undertaken within the previous 12 months for that Contractor, ensure:
 - (i) sight, verify and record the Contractor's or their personnel's Relevant Child Safety Clearance, where required under applicable legislation or where the School determines, based on risk assessment, that the nature of the work or level of contact with children warrants such clearance;
 - (ii) collect and record, where applicable:
 - (A) proof of personal identity;
 - (B) details of essential or relevant qualifications;
 - (C) the individual's history of working with children (where relevant to the role); and

- (D) references that address suitability to work with children (where required).
- (c) In addition, the School must ensure that:
 - (i) there is a written, legally binding agreement with the Contractor outlining the services to be provided;
 - (ii) the Contractor has provided evidence of any required qualifications, licences or registrations relevant to the services being delivered;
 - (iii) the Contractor is obligated to inform the School of any adverse findings or circumstances that may affect their personnel's suitability to work in an environment where children may be present;
 - (iv) where a Contractor or their personnel will perform child-related work or may reasonably come into contact with students, they must receive, read and acknowledge the School's Child Safety Suite and agree to comply with the School's child safety practices and expectations;
 - (v) where a Contractor or their personnel will perform work during school hours or in circumstances where students may be present, they must read and acknowledge the School's Staff Code of Conduct prior to commencing work; and
 - (vi) where a Contractor's work is undertaken outside school hours and there is no reasonable likelihood of interaction with students, acknowledgement of the Staff Code of Conduct may not be required, however the Contractor must still comply with all applicable workplace safety and site access requirements.
- (d) If a Contractor or their personnel must attend the School in an emergency situation and it is not reasonably practicable to complete the usual screening checks beforehand, they must be supervised at all times while on-site.

12.5 Contractors – Non-Child-Related Work

- (a) Contractors or their personnel engaged to perform non-child-related work (for example, painters, electricians, plumbers, air-conditioning technicians, builders or other maintenance contractors) who do not hold a current Relevant Child Safety Clearance will only be permitted to undertake work:
 - (i) outside of school hours when students are not present; or
 - (ii) under the direct supervision of an MSA employee where work during school hours is unavoidable.

- (b) Where a contractor or their personnel hold a current Relevant Child Safety Clearance, the School must sight, verify and record the clearance details prior to commencement.
- (c) In all cases, the School must collect and record, where applicable:
 - (i) proof of personal identity;
 - (ii) relevant clearance details, if held; and
 - (iii) personal and company contact details.
- (d) These requirements ensure that individuals who do not hold the required clearance are not left unsupervised in environments where children may be present, while also ensuring the School maintains appropriate records for all contractors attending the site.

12.6 Applicants with a Police Record

- (a) Applicants and prospective placement students are required to disclose any relevant criminal history prior to engagement and to notify the School of any changes during their employment or placement.
- (b) Applicants will not be automatically excluded from employment or placement solely on the basis of a disclosed criminal history. Any disclosed information will be assessed on a case-by-case basis having regard to the inherent requirements of the role, child safety considerations and the School's legal obligations.
- (c) The School will determine suitability in accordance with the assessment criteria and processes set out in this Policy before making any decision regarding employment or placement.

13 Reference Checks

13.1 As part of our commitment to child safety and best practice in recruitment, MSA may undertake reference checks for all prospective staff, contractors and volunteers engaged in child-related work where required by law, regulatory expectation or School process. Reference checks assist the School in assessing an individual's suitability to work with students and contribute to a safe and supportive learning environment.

- (a) In New South Wales and Tasmania, reference checks must be undertaken for prospective staff, contractors and volunteers engaged in child-related work prior to engagement, unless otherwise approved by HR in exceptional circumstances; and
- (b) In Queensland, reference checks may only be undertaken where considered necessary or appropriate to the role, risk profile or recruitment process.

13.2 Wherever possible, reference checks will be conducted with individuals who have directly supervised or worked alongside the applicant. While reference

checks are a key element of our recruitment process, the inability to obtain references in certain circumstances will not automatically disqualify an applicant. In such cases, the Principal or delegate will assess the overall suitability of the candidate based on other evidence provided during the recruitment process, having regard to our duty of care and child safety priorities.

- 13.3 Wherever possible, the School will make reasonable efforts to contact the applicant's current or most recent employer to assess their suitability for child-related work. The following questions are recommended to guide these reference checks:
- (a) Have you directly observed [Applicant's name] working with children?
 - (b) Can you describe the types of relationships and interactions [Applicant's name] had with children?
 - (c) During the period [Applicant's name] worked in your organisation, did you have any concerns about their behaviour or conduct when working with children?
 - (i) If yes, what steps were taken to address those concerns? Were they satisfactorily resolved?
 - (d) Do you have any concerns about [Applicant's name] working directly with children in the future?
 - (e) Can you provide an example of how [Applicant's name] responded to a child's challenging behaviour?
 - (f) Has any disciplinary action been taken against [Applicant's name] in relation to inappropriate or unprofessional conduct towards a child?
 - (g) Were there any concerns that [Applicant's name] did not always behave with integrity—e.g., in managing confidential information, ethical behaviour, or conflicts of interest?
 - (i) If yes, what actions were taken and were the concerns resolved appropriately?

14 Registration and Verification Requirements

- 14.1 Before commencement of duties, HR must verify that individuals engaged in child-related or teaching roles hold all required registrations and clearances applicable to their position. To manage and verify registrations and clearances:
- (a) **New South Wales Schools** - The School must be registered as a child-related employer with the [NSW Office of the Children's Guardian](#) and must verify all WWCC details through the online verification system prior to an individual commencing child-related work.
 - (b) **Queensland Schools** - The School must be registered on the [Blue Card Services Organisation Portal](#) with the QLD Government and must verify all Blue Card details through the online portal prior to an individual commencing child-related work.

- (c) **Tasmanian Schools** - The School must be registered on the [Registration to Work with Vulnerable People Portal](#) with the TAS Government and must manage and verify staff registration status prior to an individual commencing child-related work.

14.2 Verification includes confirming:

- (a) full name;
- (b) registration number;
- (c) expiry date; and
- (d) registration outcome/status.

Verification outcomes must be recorded in the School's Staff Register at the time of engagement.

14.3 Individuals are responsible for applying for and maintaining their required registrations, including Relevant Child Safety Clearance and Relevant Teacher Registration (where applicable). The School does not pay for or submit registration applications on behalf of individuals.

- (a) **New South Wales Schools** - To apply for a WWCC Check, or to renew your clearance, visit the [NSW Office of the Children's Guardian website](#) and follow the prompts to either apply, renew or update your details.
- (b) **Queensland Schools** - To apply for a Blue Card or exemption card, or to renew, visit [Apply for a blue card or exemption card](#) and follow the prompts to either apply, update your details, or reflect that you have changed your workplace.
- (c) **Tasmanian Schools** - To apply for a RWVP, visit [Apply for RWVP](#) and follow the prompts. To renew, update your details, or reflect that you have changed your workplace, visit [MyRWVP](#) and follow the prompts.

14.4 The School will monitor the ongoing validity of required registrations and clearances and may re-verify them at any time, including following renewal periods.

14.5 Where a registration or clearance is pending, supervised duties may only occur where permitted by law and a documented risk management plan is approved and continuous supervision is in place.

14.6 No individual may work alone with children or undertake teaching duties until required registrations are confirmed as valid.

14.7 If a registration or clearance is expired, suspended, cancelled, barred, interim barred, not found, or otherwise not confirmed as valid, the individual must not engage in child-related work and, if already engaged, must be immediately removed from such duties until compliance is restored and verified.

14.8 Where a legislative exemption applies, the School may still require a clearance where permitted by law and appropriate to the role or risk profile.

14.9 New South Wales Schools – Working With Children Check (WWCC)

- (a) WWCC verification outcomes include:
- (i) **Application in Progress:** The individual has submitted an application and it is being processed. The individual may only engage in child-related work where permitted by law and any role-specific requirements are met.
 - (ii) **Cleared:** The individual has been granted a WWCC clearance and issued with a WWCC number, which is generally valid for five (5) years;
 - (iii) **Interim Bar:** The individual is temporarily barred from child-related work while a risk assessment is being completed;
 - (iv) **Barred / Refused:** The individual has been refused a WWCC clearance following a risk assessment, or is otherwise barred from child-related work;
 - (v) **Notice of Proposed Refusal or Cancellation:** The individual has been notified that the regulator proposes to refuse an application or cancel an existing clearance and has been given an opportunity to provide further information before a final decision is made;
- (b) Status changes for existing holders include:
- (i) **Cancelled:** An existing clearance is cancelled where the individual is no longer considered suitable to engage in child-related work;
 - (ii) **Expired:** If the clearance is not renewed before the expiry date, it becomes invalid and the individual must not continue in child-related work.
- (c) The School must comply with all notification obligations to the NSW Office of the Children’s Guardian in relation to reportable allegations, reportable convictions, findings of misconduct and other matters that may affect an individual’s WWCC status.

14.10 Queensland Schools – Blue Card and Exemption Card Requirements

- (a) Blue Card or Exemption Card verification outcomes include:
- (i) **Current Application:** The individual has lodged an application which is being assessed. The School must ensure the individual is not engaged in regulated child-related work unless permitted by law;

- (ii) **Card Issued (Positive Notice):** The individual has been approved following screening and may engage in child-related work, subject to any applicable conditions;
 - (iii) **Negative Notice:** The individual has been refused a Blue Card or Exemption Card and must not be engaged in child-related work; and
 - (iv) **Application Withdrawn:** The application has been withdrawn or otherwise does not proceed to determination.
- (b) Status changes for existing holders include:
- (i) **Suspended:** An existing Blue Card or Exemption Card is suspended while further assessment is undertaken. During the period of suspension, the individual must not be engaged in child-related work;
 - (ii) **Cancelled:** An existing Blue Card or Exemption Card is cancelled where the individual is no longer considered suitable to engage in child-related work; and
 - (iii) **Expired:** If the card is not renewed before the expiry date, it becomes invalid and the individual must not continue in child-related work until a new card is issued.
- (c) The School must comply with all applicable obligations under the blue card system, including linking workers to the School where required and responding to any notification from Blue Card Services regarding a change to a worker's card status. Individuals are responsible for notifying Blue Card Services of changes to their police or other disclosable information, as required by law.

14.11 Tasmanian Schools – Registration to Work with Vulnerable People (RWVP) Requirements

- (a) RWVP verification outcomes include:
- (i) **Current Application:** The individual has lodged an application which is being assessed. The School must ensure the individual is not engaged in regulated child-related work unless permitted by law;
 - (ii) **Registered:** The individual's application has been approved and they have been granted registration, which is generally valid for five (5) years;
 - (iii) **Registered with Conditions:** The individual has been granted registration subject to specific conditions, restrictions or supervision requirements;
 - (iv) **Proposed Negative Notice:** The individual has been notified that the regulator proposes to refuse registration and has been

- given an opportunity to provide further information before a final decision is made; and
- (v) **Negative Notice / Refused:** The individual's application has been refused and they must not be engaged in regulated child-related work.
- (b) Status changes for existing holders include:
- (i) **Suspended:** The registration is temporarily suspended while further assessment or review is undertaken. During the period of suspension, the individual must not be engaged in regulated child-related work;
 - (ii) **Cancelled:** The registration is cancelled where the individual is no longer considered suitable to work with vulnerable people; and
 - (iii) **Expired:** If the registration is not renewed before the expiry date, it becomes invalid and the individual must not continue in regulated child-related work until a new registration is granted.
- (c) The School must comply with all applicable notification obligations to the Independent Regulator and the Registration to Work with Vulnerable People Scheme in relation to reportable allegations, reportable convictions, reportable behaviour and other matters that may affect an individual's RWVP status or ongoing suitability to engage in child-related work.

15 Temporary and Casual Teaching Engagement

While the School does not frequently engage temporary or casual teachers, it is important that clear procedures and compliance standards are in place should the need arise. These situations may include extended staff leave, unplanned absences, or an increase in enrolment requiring short-term staffing solutions.

- 15.1 In such cases, the School will follow the protocols outlined in this policy to ensure that:
- (a) All temporary and casual teachers are appropriately qualified and registered;
 - (b) Student learning is maintained with minimal disruption;
 - (c) Child safety obligations are upheld at all times;
 - (d) Documentation, induction, and supervision are consistent with permanent staffing compliance and child safety requirements.
- 15.2 Where a teacher is absent, the School will implement a structured approach to maintaining continuity of learning. Where possible, the School will prioritise internal staffing arrangements before engaging external relief teachers. This may include:

- (a) Utilising Special Teaching Authority holders
 - (i) Where appropriate, staff engaged under a Special Teaching Authority (such as Limited Authority to Teach, Permission to Teach, Approval to Teach or equivalent) may be allocated teaching duties under appropriate supervision and mentoring.
- (b) Deploying internal teaching staff
 - (i) Adjusting existing timetables to redistribute teaching responsibilities among available qualified staff where practical;
 - (ii) Allocating support teachers or suitably qualified staff to assist with classroom supervision or instruction where appropriate.
- (c) Utilising senior staff for temporary coverage
 - (i) Lead Teachers, Assistant Principals, Principals or other suitably qualified senior staff may provide temporary classroom coverage where required.
- (d) Engaging casual relief teachers
 - (i) Where internal coverage options are not sufficient, the School may engage approved casual relief teachers who hold the relevant teacher registration and child safety clearances required in the relevant jurisdiction.
- (e) External relief agencies
 - (i) Where necessary, the School may engage approved relief teacher agencies to ensure classes are supervised by appropriately qualified and authorised teachers.

15.3 Qualification and Compliance Requirements

All casual and temporary teachers must:

- (a) Hold and maintain Relevant Teacher Registration appropriate to the jurisdiction in which the School is operating;
- (b) Hold a valid Relevant Child Safety Clearance;
- (c) Meet the qualification and professional standards required by the School;
- (d) Complete required onboarding processes prior to commencing work, in accordance with the Staff Induction, Supervision and Ongoing Suitability Policy and Procedure; and
- (e) Demonstrate a commitment to the School's values, codes of conduct and duty of care obligations.

15.4 MSA ensures that all replacement teaching staff are appropriately vetted, supported and supervised in accordance with applicable School policies and regulatory requirements.

16 Documentation and Staff Profiles

- 16.1 The School maintains accurate and up-to-date personnel records to evidence qualifications, registrations and screening outcomes for individuals engaged in child-related or teaching roles.
- (a) Staff profiles, which are maintained electronically through EDGE, records the following information:
- (i) Full legal name;
 - (ii) Relevant Teacher Registration number and status (where applicable);
 - (iii) Relevant Child Safety Clearance number, clearance type and expiry date;
 - (iv) Relevant qualifications and credentials; and
 - (v) Any conditions, restrictions or additional notes relevant to suitability.
- 16.2 All documentation and staff information is subject to the confidentiality and security controls outlined in this Policy.

17 Confidentiality and Security of Records

- 17.1 All documentation collected during the recruitment process — including reference checks, Relevant Child Safety Clearance details and any additional screening records — must be handled in accordance with applicable privacy legislation and the School's Records Management and Retention Policy. This information is strictly confidential and may only be accessed or disclosed to authorised personnel or external parties where permitted or required by law.
- 17.2 To comply with applicable recordkeeping obligations, the School's central storage system (for example SharePoint) may record only essential metadata, such as:
- (a) Applicant's name;
 - (b) Date and type of check conducted (for example Relevant Child Safety Clearance or national police check, where applicable); and
 - (c) Storage location of the full check documentation (for example personnel file or secure HR drive).
- 17.3 Evidence of an individual's Relevant Child Safety Clearance must be retained for the duration of their engagement with the School. Any additional screening records (for example national police checks), where obtained, must be securely destroyed or retained in accordance with the School's Records Management and Retention Policy and any applicable legal requirements.

18 Ensuring Compliance and Governance Requirements

- 18.1 When an applicant is successful and offered a position, HR (or their delegate) must:
- (a) Ensure that all recruitment steps have been completed in accordance with this Policy by reviewing the Recruitment Checklist;
 - (b) Provide the successful applicant with an onboarding pack that includes relevant employment documents, school policies, and information about the School's child safety practices and expectations; and
 - (c) Direct the relevant staff member to initiate the Staff Induction, Supervision and Professional Development Policy and Procedures, including the use of the Induction Checklist.
- 18.2 The School may verify the status of an individual's Relevant Child Safety Clearance at any time, including after onboarding, to ensure the clearance remains valid and, where applicable, is appropriately recorded or linked to the School.
- 18.3 The induction, supervision, and ongoing suitability of Staff, Contractors and Volunteers is managed in accordance with the School's Staff Induction, Supervision And Ongoing Suitability Policy & Procedure, and all records are maintained in line with the Records Management and Retention Policy.

Tasmanian Schools - Teaching Qualifications Statement of Compliance

- 18.4 At the time of re-registration, the School will complete the NGSRB Standard 7 – Teaching Qualifications Form as evidence of compliance. The Form must be signed by both the Chair of the Board and the Principal as a true and accurate record.

19 Breach of Policy

Any breach of this Policy by an employee is regarded as unacceptable and will be addressed promptly in accordance with the School's established procedures. Appropriate actions will be taken to ensure compliance and uphold the standards outlined in this Policy.

20 Review

This policy is reviewed periodically as detailed in the policy review schedule. The next review date is February 2027.

21 Communication

This policy is made available to all staff via the School's website and SharePoint site. This policy is made available to all staff during the onboarding and induction period.