



Catholic Archdiocese  
of Perth

# GUIDELINES



## **GUIDELINE:** Safeguarding – Recruiting and Screening

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Approved: 08-08-2024

Effective: 08-08-2024

Policy Category: Governance

Sub-category: Safety of Children and Adults at Risk



*Our guidelines provide additional guidance on best practice relating to policy and procedure*

## DOCUMENT INFORMATION

<b>Name of Guideline:</b>	Safeguarding – Recruiting and Screening
<b>Governing Policy</b>	Safeguarding
<b>Description:</b>	Guideline to provide consistency between employment relations and best practice human resources practices to ensure church personnel are equipped to provide ministry and service at the highest standard.
<b>Guideline supports:</b>	All members of the Church Community
<b>Guideline Status:</b>	<input checked="" type="checkbox"/> New Guideline, or <input type="checkbox"/> Revision of Existing Guideline
<b>Related Policy Category:</b>	Governance
<b>Related Policy Sub-category:</b>	Safety of Children and Adults at Risk
<b>Approval Authority:</b>	Senior Operations Officer
<b>Governing Authority:</b>	N/A
<b>Responsible Officer:</b>	Director, Safeguarding
<b>Approval Date:</b>	08-08-2024
<b>Date of Guideline review<sup>1</sup>:</b>	01-05-2024

<b>Assistance:</b>	Questions related to the <i>Guideline: Recruiting and Screening</i> can be directed to the Director of Safeguarding by email to: <a href="mailto:director.safeguarding@perthcatholic.org.au">director.safeguarding@perthcatholic.org.au</a>
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<sup>1</sup> Unless otherwise indicated, this Guideline will still apply beyond the review date.



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### **1. PURPOSE**

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- 1.1. The purpose of the Recruiting and Screening guideline is to support safe recruitment and formation processes for ministry and service roles in the Church Community within the Archdiocese.
- 1.2. The guideline aims to ensure personnel have current clearances and checks relevant to their role and are aware of the safeguarding policy and guidelines.
- 1.3. The Archdiocese has a responsibility to develop and support personnel to enhance risk mitigation and to have the right people in the right roles with the right knowledge.

### **2. SCOPE**

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- 2.1. This guideline applies to:
  - 2.1.1. Clergy, Religious Brothers and Religious Sisters, Seminarians, Employees, Church Workers, Volunteers; and
  - 2.1.2. Contractors and Third-Party Users of Church Property, where appropriate as determined by an Executive Director, Director, Senior Manager or Parish Priest.

### **3. PRINCIPLES**

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- 3.1. The guiding and essential belief that is at the heart and foundation of the social teaching of the Church is the sacredness and dignity of the human person as created in the image and likeness of God (Gen 1:27).
- 3.2. A strong commitment to safeguarding underpins the Church's recruitment, professional development and screening processes that promote the common good and lead all to the fullness of human life (Jn 10:10).
- 3.3. Awareness of safeguarding responsibilities, supervision, mentoring and education for those engaged in ministry or service in the Church supports and encourages the full and active participation of personnel.

### **4. STANDARDS AND GUIDANCE**

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Archdiocesan Agencies, Offices, Organisations, Ministries and Parishes can build a culture of safety by ensuring people working with children and adults are suitable and supported to reflect safeguarding values in practice.



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Practices include, but are not limited to:

### **4.1 Recruiting**

- When recruiting for positions (paid or unpaid) a zero tolerance to abuse is made explicit in advertising.
- Interview questions include an assessment of a candidate's commitment and understanding of safeguarding.
- Recruitment includes assessing the role for the expected level of contact with children and/or adults at risk.
- Job descriptions include a commitment to safeguarding.
- Responding to concerns about a person's suitability to work with children and/or adults at risk.
- Recruiting procedures are fully documented.

### **4.2 Screening**

- A zero tolerance to abuse is explicit in the screening of personnel and is in line with the Archdiocese Screening and Monitoring Policy. All Clergy, Religious Brothers and Sisters, Seminarians, Employees, Church Workers, Volunteers; and Contractors and Third-Party Users of Church Property, where necessary adhere to the Archdiocese Screening and Monitoring Policy which includes:
  - A Safeguarding Induction
  - A Safeguarding Personal Declaration
  - A current Working with Children Card (if in child-related work)
  - A National of Volunteer National Police Clearance (if applicable)
- Screening requirements adhere to state legislative requirements of a Working with Children Card for those in child-related work and an NDIS Workers Check for those providing NDIS supports and services.
- Conducting referee checks for those shortlisted for church roles.
- Employee annual performance reviews include a focus on safeguarding responsibilities.
- Supervision and mentoring occur and include a focus on safety and integrity.
- Records are maintained and monitored.

## **5. RELATED DOCUMENTS**

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- National Catholic Safeguarding Standards (Edition 2)
- Safeguarding Policy
- Safeguarding Guidelines
- Safeguarding Personal Declaration Form



*Our guidelines provide additional guidance on best practice relating to policy and procedure*

- Integrity in Our Common Mission – A National Code of Conduct
- Code of Conduct
- Recruitment and Selection Policy

## **6. DEFINITIONS | GLOSSARY OF TERMS**

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For the purposes of this Guideline, the definitions contained in the Governing Policy apply.

## **7. REVISIONS MADE TO THIS GUIDELINE**

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<b>Date of Approval</b>	<b>Editorial<sup>2</sup>, Minor or Major Amendment</b>	<b>Approved By</b>	<b>Description</b>
08-08-2024	N/A	SOO	New Guideline

These Guidelines are scheduled for review every three (3) years or more frequently, if appropriate.

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<sup>2</sup> Refer to the Policy Framework for definitions of Editorial, Minor and Major amendments.