



Created by: Policy & Compliance Manager

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HUTCHINS



ESTABLISHED 1846

3. Objectives

The School's objective is to recruit, select and appoint the best people available for positions. This policy (together with our [Recruitment and Selection Procedure](#)) is designed to enable the School to attract and retain employees of a high calibre, while ensuring that recruitment and selection processes are fair, transparent and equitable.

4. Definitions

Registration to Work with Vulnerable People (also sometimes referred to as a Working with Children Check)

'Registraion to Work with Vulnerable People' is a legislative requirement under the Registration to Work with Vulnerable People Act 2013 and is mandatory for any position in the School. It involves a national criminal history assessment undertaken by the Tasmanian Department of Justice and a review of findings of workplace misconduct. The result of a Working With Children Check is either a

It is understood that there may be circumstances in which employees already engaged with the School seek to move to newly advertised roles or positions. It is our commitment that no employee should be discouraged from applying for a new role, nor disadvantaged where an application is made. Victimization of an employee who has applied for a new position within the School is expressly forbidden.

6. Supporting/related documents

[Recruitment and Selection Procedure](#)

7. Record keeping

This policy is to be kept for three (3) years until review, unless there is a significant legislative or organisational change requiring earlier review.

The master copy is kept in [SharePoint Online](#) in read-only in PDF form. All printed copies are uncontrolled.

8. Policy owner

Headmaster

9. Version Control

Version Number	Author	Purpose/Change	Date
1.0	Manager People, Culture and Safety	Initial release	11/04/2018
1.1	Policy and Compliance Manager	Minor textual review; placed in new template.	1/4/2021