



Workforce Screening and Accreditation Policy

1. Introduction

Melbourne Archdiocese Catholic Schools Ltd (**MACS**) is a company limited by guarantee established in 2021 by the Archbishop of the Catholic Archdiocese of Melbourne to assume the governance and operation of MACS schools across the Archdiocese of Melbourne. MACS subsequently established Melbourne Archdiocese Catholic Specialist Schools Ltd (**MACSS**) to provide educational services to children with diverse needs and Melbourne Archdiocese Catholic Schools Early Years Education (**MACSEYE**) to provide early years care and education services.

The [Statement of Mission](#) in the MACS Constitution, and the constitutions of its subsidiaries, MACSS and MACSEYE, sets out the Archbishop's expectations of Catholic schooling in the Archdiocese and provides an important context and grounding for the company and the direction which the MACS Board must always observe in the pursuit of the company's objects.

The Board must ensure that all policies and procedures concerning the operations of MACS, and its subsidiaries are consistent with the Statement of Mission and company objects, as well as any directions issued by the Archbishop from time to time.

2. Purpose

This policy outlines the mandatory employment eligibility and child safety requirements for MACS staff. It establishes clear standards for professional registration, accreditation to teach in a Catholic school, and legal work rights in Australia. The policy also details the necessary background checks, including teacher registration, Working with Children Checks, and National Police Checks, to ensure a safe and compliant recruitment process. By setting these expectations, the policy supports the creation of a child-safe environment and upholds the integrity and professionalism of the workforce.

3. Scope

This policy applies to MACS Staff, MACS and MACS schools, including specialist schools operated by MACS subsidiary, MACSS and school boarding premises operated by MACS schools.

4. Principles

The MACS Board, as the governing authority for MACS schools, is committed to ensuring that only appropriately qualified, safe, and suitable individuals are employed to work with children and young people. This commitment is grounded in a strong child safety culture and includes actions to:

- embed a culture of zero tolerance for child abuse across all MACS schools
- promote safe, respectful, and inclusive environments that support student learning and wellbeing
- ensure rigorous recruitment and employment practices that include verification of professional registration, accreditation to teach in Catholic schools, legal work rights, mandatory background checks and is in accordance with the *Child Safety Recruitment Procedures*
- comply with the minimum standards for school registration under the *Education and Training Reform Act 2006* (Vic), the *Education and Training Reform Regulations 2017* (Vic), and all relevant ministerial orders and legislative instruments.

MACS staff are expected to uphold high standards of professional conduct and integrity outlined in the Code of Conduct for MACS Staff, ensuring public trust and confidence in the Catholic education system is maintained.

5. Policy

5.1. Working With Children Clearance

MACS requires that all MACS Staff engaged in child-connected or child-related work hold a current Working With Children Clearance (**Clearance**) with the exception that where an employee holds a current Victorian Institute of Teaching (**VIT**) registration, they are exempt from obtaining a separate Clearance.

Maintaining a current Clearance is a condition of employment and engagement for MACS Staff engaged in child-connected or child-related work.

MACS may also require MACS Staff not directly engaged in child-connected or child-related work, and who may otherwise be exempt under the *Victorian Worker Screening Act 2020*, to obtain a Clearance.

The following MACS Staff or persons who come into contact with a MACS school, are/are not required to hold a Clearance¹:

Role	Clearance Required?	Considerations
Parent volunteer	Yes	
Family volunteer	Yes	
Adult working bee	No	Are children allowed to be onsite during the working bee?
Builders/Contractors working on a long-term project or engaged on a regular basis	Yes	
Plumber visiting to fix leaking tap	No	Must be supervised by member of leadership team
International student placement	Yes	
Workers at a school fete	Yes	Where they will be in contact with children
Postal delivery person	No	

MACS Staff are required to be made aware of the Working With Children Check (**WWCC**) requirements at the time of their appointment and reminded annually. Where a Clearance is required, this must be obtained prior to commencing work. A person may not commence work while the screening process is being undertaken.

MACS Staff are responsible for obtaining their own WWCC, including covering the cost.

Procedures for sighting, verification and recording MACS Staff Clearances is set out in the *Working With Children Check Procedures* and the *Child Safety Recruitment Procedures*.

5.2. National Police Checks or National Criminal History Record Checks

All MACS Staff who are required as a condition of their employment or engagement, or by legislation or regulation to have a National Police Check or National Criminal History Record Check (**Police Check**) is responsible for obtaining this prior to commencing work.

¹ This is a non-exhaustive list

Where a Police Check has been obtained in the last six months, a MACS Staff member is not required to obtain another Police Check upon commencement of employment or engagement at another MACS school, unless otherwise requested. As a Police Check reflects only the status at the time it is issued, MACS may require a staff member to obtain an updated Police Check at any time during their employment or engagement. At a minimum, a Police Check is required every five years.

MACS Staff are responsible for the cost of obtaining a Police Check, unless otherwise specified.

The Police Check must be sighted, verified and recorded in each MACS school or MACS Office.

5.3. Teacher Registration

All staff employed as teachers in MACS schools are required to hold current registration with the VIT as a condition of their employment.

Procedures for sighting, verification and recording teacher registration is set out in the *Teacher Registration Procedures* and the *Child Safety Recruitment Procedures*.

5.4. Accreditation to Teach in a Catholic School

All teachers employed by MACS Schools are required to gain and maintain Accreditation to Teach in a Catholic School. All teachers of Religious Education and school leaders are required to gain and maintain Accreditation to Teach Religious Education or Lead in a Catholic School. These requirements are set out in the Victorian Catholic Education Authority (VCEA) policy, *Accreditation to Teach and to Teach Religious Education or Lead in Catholic Schools in Victoria*.

5.5. Professional Registration

Where MACS employs Staff that are required to hold a professional registration, this must be sighted and verified prior to engagement. Examples of professional registrations (other than Teacher registration) include Nurses and Psychologists.

Should there be a change or restriction on the terms of the professional registration, the staff member must immediately notify the Principal of their school or the General Manager of the MACS People Experience Team.

5.6. Eligibility to Work in Australia

Employees of MACS are required to have Australian citizenship or to be a permanent resident of Australia or New Zealand or to have a valid visa that provides the right to work in Australia in the role for which they are employed. work rights

Staff members must provide evidence of their entitlement to work in Australia prior to commencing work. Evidence of a candidate's right to work in Australia may be provided by the following documents:

- Australian birth certificate and photo ID
- Australian citizenship certificate
- Australian passport
- New Zealand passport
- New Zealand birth certificate and photo ID
- Certificate of Evidence of Resident Status
- valid visa with relevant work rights.

Staff members who are working subject to visa conditions must provide MACS with evidence of a valid visa in accordance with the *Employment of Visa Holders and Overseas Workers Policy*.

5.7. Required Disclosures

MACS Staff members must immediately notify the Principal of their school or the General Manager of the MACS People Experience Team if they are charged or convicted of a criminal offence, or if they become subject to any formal action by a regulator during their employment or engagement.

5.8. Employment Limitations

Where a staff member's employment with MACS is terminated, or they are deemed unsuitable for continued employment, MACS reserves the right to prevent their re-employment at any other MACS school or affiliated entity. This decision may be based on the nature of the termination, the outcome of any investigations, or concerns related to child safety, professional conduct, or organisational standards.

6. Definitions

Definitions for standard terms used in this Policy can be found in the [Glossary of Terms](#)

Child related work

The *Worker Screening Act 2020* (Act) defines 'child-related work' as work which usually involves (or is likely to involve) direct contact with a child, irrespective of whether that contact is supervised or not, and in any of the child-related occupational fields listed in the Act. The definition of direct contact includes oral, written or electronic communication as well as face-to-face and physical contact. 'Child-related work' may be either paid or unpaid (voluntary).

Child-related works mean work at a service or place that usually involves direct contact with children. The work can be performed by an employee, contractor, minister for religion, and volunteers. Child-related work relevantly includes work in schools, clubs and association of a cultural, recreational or sporting nature that provide services or conduct activities for children, religious organisations, coaching and tuition services for children, counselling and other support services for children, overnight camps for children, school crossing services, gym and play facilities specifically for children, photography services specifically for children, and talent competitions for children. Child-related work does not include occasional direct contact with children that is incident to the work.

Child safety

Child safety includes matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to suspicions, incidents, disclosures or allegations of child abuse (Ministerial Order No. 1359).

MACS staff or staff member

The term Staff or staff member refers to all people who carry out work in any capacity for MACS or its subsidiaries, and includes MACS Board Directors, board committee members, employees, volunteers, consultants, contractors and School Advisory Council members, as the context requires.

Victorian Institute of Teaching (VIT)

The Victorian Institute of Teaching (VIT) is a body established under the Education and Training Reform Act 2006 (Vic). It is responsible for registering teachers and early childhood teachers in Victoria. It is also responsible for assessing the ongoing suitability of teachers and early childhood teachers to remain registered in Victoria.

Working with Children Clearance

Working with Children clearance means that Working with Children Check Victoria has assessed that the person is suitable to engage in child related work.

7. Related policies and documents

Supporting documents

Working With Children Check Procedures
Teacher Registration Procedures

Related MACS policies and documents

Child Safety Recruitment Procedures
Code of Conduct for MACS Staff
Employment of Visa Holders and Overseas Workers Policy

Resources

8. Legislation and standards

Education and Training Reform Act 2006 (Vic)

Education and Training Reform Regulations 2017 (Vic)

Worker Screening Act 2020 (Vic)

Policy information

Responsible executive	Director, People and Culture
Policy owner	General Manager, Employee Relations
Approving authority	Executive Director
Assigned board committee	People and Culture
Approval date	11 February 2026
Risk rating	High
Review by	February 2030
Publication	CEVN and Gabriel

POLICY DATABASE INFORMATION	
Assigned framework	Employment
Supporting documents	See list of supporting documents and related policies above
Superseded documents	Teacher Registration Policy – v2.0 – 2021 Validation of Teacher Registration Procedures – v1.0 – 2022 Working With Children Check Policy – v2.0 – 2022 Working With Children Check Implementation Guidelines – v2.0 – 2022 Working With Children Check Receipt of Exclusion Notice or Interim Exclusion Notice Procedures – v2.0 – 2022 Working With Children Check Procedures for Maintaining Register v2.0 – 2022
New policy	New