

**Catholic Education Centre**

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# CIRCULAR

## TO PRINCIPALS OF CATHOLIC SCHOOLS

Dear Colleagues

### **RE: SCREENING GUIDELINES PROJECT**

On 3<sup>rd</sup> April 2002, Allan Dooley informed principals and school staff of a number of measures that would strengthen our child protection practices. One of these was that prior to the offer of employment, principals would refer the name of the person to be employed to the CEO. This is to ensure that any additional information related to the employment history of the person is available to the Principal. In most cases, there will be no further information available.

The list of names we hold includes:

- ♦ teachers who have been deregistered
- ♦ staff who have been dismissed.

A computer program has been designed and developed to assist principals in checking the name of their preferred applicant with the Human Resource Services Team of the Catholic Education Office prior to a position being offered. The program is designed so that a school can complete an on line screening form, and receive an email response from this Office about the suitability of a prospective staff member on the same day.

The project is currently being piloted at 5 schools, which include a mixture of primary and secondary schools. It is expected that any necessary modifications will be made during the July holiday period, with the online screening taking effect early in Term 3.

A circular about this online screening program is currently being prepared for distribution early in Term 3. A set of screening guidelines will accompany that circular. We anticipate that these screening guidelines will assist you in selection procedures for staff.

I would like to take this opportunity to thank the schools that are participating in this pilot program. If you have any queries in relation to this project, please feel free to contact Geoff Hallion.

With best wishes

Yours sincerely

A handwritten signature in black ink, appearing to read "Jane Swift", written in a cursive style.

JANE SWIFT  
COORDINATOR OF HUMAN RESOURCE SERVICES

2 July 2002