

Employment Framework

Advice to principals regarding MACS board-approved policies and forms – March 2026



Melbourne Archdiocese
Catholic Schools

The MACS board and executive director have approved changes in policies, templates, procedures and forms the Employment Framework following regular review. The documents are listed below.

Principals should note or action the following:

- all board-approved policies and associated documents are labelled v[version number].0 – [year of approval], e.g. v2.0 – 2023
- the current, approved policy version must be used by schools/colleges and published on the school/college website where indicated
- policies/documents must be contextualised by the school/college where indicated
- existing school policies/documents should be checked to ensure they are the current, approved versions
- actions must be completed by the dates indicated below. If no date is indicated the change should be made as soon as practicable.

Board-approved document name	Previous version or document (if different to the board-approved document)	Change	Actions required
Workforce Screening and Accreditation Policy	Teacher Registration Policy – v1.0 – 2021 Working with Children Check Policy – v2.0 - 2022	• Scope includes all MACS employees	• Principal to ensure all staff and volunteers are aware of the new policy.
Teacher Registration Procedures	Validation of Teacher Registration Procedures – Template for Schools – v1.0 – 2022	• Formerly sat in a policy, now located in a procedure	• Principal to ensure all teachers are aware of the updated procedures



Working with Children Check Procedures	WWCC Receipt of Exclusion Notice or Interim Exclusion Notice Procedures – v2.0 – 2022 WWCC Policy Implementation Guidelines – v2.0 – 2022 WWCC Procedures for Maintaining the Register – v2.0 – 2022	• Formerly sat in a policy, now located in a procedure	• Principal to implement the procedures, including compliance with all approval and documentation requirements • Principal to ensure all relevant persons are familiar with the requirements outlined in the procedures
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