



## Yea High School

### Child Safe: Recruiting New Staff and Volunteers

## CHILD SAFE NEW STAFF AND VOLUNTEERS SELECTION CHECKLIST

### INTRODUCTION

Registered schools have an important responsibility for keeping children safe.

All registered schools are required to meet child safety requirements for staff selection, supervision and management (clause 10 of Ministerial Order No. 870).

This information sheet outlines important considerations for schools when recruiting and selecting staff. It provides a checklist for ensuring that the selection process has regard to the applicant's suitability to undertake child-connected work and a checklist to ensure natural justice for applicants in the staff selection process.

Child safety standard four has six specific requirements.

1. Each job or category of jobs for school staff that involves child connected work must have a clear statement that sets out:
  - the job's requirements, duties and responsibilities regarding child safety; and
  - the job occupant's essential or relevant qualifications, experience and attributes in relation to child safety.
2. All applicants for jobs that involve child connected work for the school must be informed about the school's child safety practices (including the code of conduct).
3. In accordance with any applicable legal requirement or school policy, the school must make reasonable efforts to gather, verify and record the following information about a person whom it proposes to engage to perform child connected work:
  - a. Working with Children Check status, or similar check;
  - b. proof of personal identity and any professional or other qualifications;
  - c. the person's history of work involving children; and
  - d. references that address the person's suitability for the job and working with children.
4. The school need not comply with the requirements in step (3) above if it has already made reasonable efforts to gather, verify and record the information set out in steps (3a to 3d), above about a particular individual within the previous 12 months.
5. The school must ensure that appropriate supervision or support arrangements are in place in relation to:
  - the induction of new school staff into the school's policies, codes, practices, and procedures governing child safety and child connected work; and
  - monitoring and assessing a job occupant's continuing suitability for child connected work.
6. The school must implement practices that enable the school governing authority to be satisfied that people engaged in child-connected work perform appropriately in relation to child safety.



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### CONSIDERATIONS WHEN RECRUITING NEW STAFF AND VOLUNTEERS

When recruiting new staff or volunteers some important child safety areas for assessment include the applicant's:

- motivation to work with children (personal or professional)
- relevant and verifiable child-related work experience
- understanding of professional boundaries
- communication skills.

Specialist roles may present different child safety risks for the school. Examples of specialist roles include the roles of nurse, welfare counsellor, bus driver, sports coach, boarding facility guardian, camps instructor or music teacher.

Additional advice on matters such as handling information obtained through a criminal records check can be found in references listed at the end of the checklist.

#### Checklist for Staff Selection

The checklist for staff selection can assist schools to strengthen their focus on child safety in the staff recruitment and employment process and minimise the risk of appointing a person who poses a child safety risk.

#### Phase 1: Pre-selection — Ensuring transparency and natural justice in the selection process

Questions	Yes	No
Has the school reviewed its position description to reflect the child safe standards?		
Has the applicant been provided with a statement that sets out the job's requirements, duties and responsibilities regarding: Child safety, and essential or relevant qualifications, experience and attributes in relation to child safety?		
Has the applicant been informed about the school's child safety practices including the school's child safety code of conduct?		
Has the applicant been informed of their role in ensuring a child safe environment?		
Has the applicant been advised that the selection process will involve a rigorous background check including a current Working with Children Check (WWCC) <sup>1</sup> ?		

<sup>1</sup> A Working with Children Check (WWCC) is a criminal and other relevant court records check and is valid for five years. It is an important point in the screening process but does not assess someone's suitability to work with children in a particular role.



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### Phase 2: Screening/Background Check — Verifying the Applicant’s Identity, Suitability and Qualifications

Questions	Yes	No
Have you checked at least two forms of personal identification e.g. driver’s licence, passport? Is the name and address the same as those provided by the applicant?		
Does the applicant have an original academic transcript or qualification/s that confirms their claims about their qualifications or registrations?		
If the applicant is registered by the Victorian Institute of Teaching (VIT) have you verified the registration and ensured that it is current? (noting that a teacher registered with VIT does not need a Working with Children Check)		
Have you sighted and retained a copy of the applicant’s current Working with Children Check?		
Are there any unexplained gaps in the applicant’s employment history? If so, are there satisfactory explanations such as travel, study leave, family leave?		
Have you conducted any other background searches e.g. by using Google, Facebook or LinkedIn?		
Has the applicant nominated at least two referees including: <ul style="list-style-type: none"> <li>▪ the current or most recent employer, and</li> <li>▪ direct supervisor/line manager.</li> </ul>		
Is there any personal relationship between the applicant and his or her previous supervisor/manager (this may affect the objectivity of the reference)?		
Have you checked with the referee that the work history and previous employment details the applicant has provided are accurate?		
Has the referee(s) directly supervised the applicant and observed their work with children?		
Would the referee(s) employ the person again?		
Did a referee(s) have any concerns about the applicant working directly with children?		
Did a referee(s) have any concerns about the applicant’s adherence to the organisation’s code of conduct?		
Have you asked the referee(s) about a time when they observed the applicant managing the behaviour of a child?		
If the reference is in writing, have you contacted the referee to confirm authenticity?		
Does the applicant have experience working with children outside their employment (e.g. volunteering, private tutoring or coaching, non-commercial child-minding, etc.)?		

*Explanatory note: To be ‘satisfied’, in relation to the 6<sup>th</sup> specific requirement of Child Safety Standard 4, it is not necessary that the school governing authority make each decision about the selection and supervision of school staff engaged in child-connected work. The school governing authority needs to be satisfied about the appropriateness of the school’s arrangements that would regulate or guide other people who make such decisions for or on behalf of the school about child safety matters and child-connected work. Please note that the Ministerial Order defines some terms broadly. Some examples are included at the end of this information sheet. A full list of definitions is available at [www.vrqa.vic.gov.au/childsafes](http://www.vrqa.vic.gov.au/childsafes).*