

# CHILD SAFE RECRUITMENT

## Example copy to use in Position Descriptions:

- To provide a welcoming and safe environment for children and young people.
- To adhere to the organisation's practice and behavioural guidelines or code of conduct in relation to the appropriate treatment of children.
- Promote the safety and wellbeing of children and young people who come into contact with this organisation.
- Ensure that interactions with children and young people are positive and safe.
- Provide adequate care and supervision of children and young people in your charge.
- To act as a positive role model for children and young people.
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management.
- Requirement to maintain valid working with children check documentation.
- Undergo periodic criminal history record checks.
- Requirement to report to management any relevant criminal charges or convictions during the course of your employment/volunteering

## Example copy to use in Job Advertisements:

Following are some sample statements you could insert in a job advertisement or a volunteer advertisement:

- Employment in this position is subject to a satisfactory criminal history record check.
- The successful applicant is required to possess a valid working with children check.
- It is an offence under the legislation in this state for a person convicted of a serious sex offence to apply for this position and relevant screening will be conducted.
- This organisation is committed to the protection of children and young people.
- This organisation has extensive protocols and procedures to protect children in their care.
- This organisation is committed to safeguarding children from harm.

## Example Child Safe Interview Questions

- Can you tell us about your work experience in relation to children and young people?
- What do you find most rewarding about working with children/young people?
- What do you find most challenging about working with young people?
- Can you tell me about how you would handle a child who was behaving in a manner that was disruptive in a group setting?
- How do you think your peers/supervisors/referees would describe your work in relation to children?
- Are there any children who you would not wish to work with and why?
- Can you describe how you would deal with a child or young person who was acting aggressively?
- Have you ever lost your temper working with children or young people? What was the trigger for this? What was the outcome?
- How would you respond to a child or young person who disclosed they were being subjected to abuse?
- A parent of a child attending your service wants someone from the organisation to care for their child out of hours. What are your thoughts on this situation?
- Can you tell me about what you would do if you thought another staff member or volunteers was harming a child or young person?
- Can you tell me what you would do if you thought a child or young person was being abused at home?
- Some people say, "Children these days have too many rights but not enough responsibilities". What do you think about this statement?
- Can you tell us about a young person or child you have found challenging to work with. What strategies did you use to handle this behaviour?
- How would you handle a child who appears sad and refusing to participate in activities?
- Has any disciplinary action ever been taken against you in relation to working with children and young people?

## Example Child Safe Questions for Referees

Reference checks are an important step in doing your due diligence when it comes to hiring new staff for your gymnastics clubs. Including questions that prompt a referee's reflection on your potential employee's suitability to work in a child-safe environment is just as important as confirming the information they have listed in their resume.

Here are some examples of questions that can be included in your reference checks.

**Nature and Duration of (Professional) Relationship with Applicant:**

- During what period did the person work with your organisation?
- What was the title of their position?
- What were the main duties and responsibilities of this position?
- What experience has the person had in working with children and/or young people?
- What is the age group of children that the person has had experience with?
- Why did the person leave your organisation?
- Would you employ this person again?
- How long did you work with the person?

**Nature and Duration of (Personal) Relationship with Applicant:**

- How long have you known the applicant?
- How well would you say you know the applicant?
- Can you tell me a bit more about your relationship with the applicant? How often do you see each other? What are the circumstances in which you see each other etc?
- Have there been any periods where you were not in contact with the applicant for a significant period of time? Was there a particular reason for this?

**Suitability of Applicant to Work with Children:**

- Would you have any concerns about this person working with children?
- Are you comfortable knowing this person could be working alone with children at times?
- Can you tell me how this person relates to children and/or young people?
- Are there any challenges that this person would face in working and engaging with children?
- Are there any age groups that this person may not be suited to?
- Does the person use an appropriate tone and language with children?
- Have you observed this person disciplining a child? What strategies did they use?
- Can you tell me about a situation when the person has had to handle a child that was angry and lashing out physically? How did the person relate to the parent/s of the participants?
- Has the person acted to raise concerns about a child's welfare in the past? Can you give me an overview of what occurred?
- Does this person anger easily?
- How does this person handle a child/young person that is demanding?
- How do they respond when children are challenging or provocative?
- Has the person demonstrated inappropriate touching and physical contact with children?
- Can you give an example of when you observed the person managing a child with difficult behaviour?
- Have there been any instances where they have acted inappropriately outside their role?
- Have there been any findings against this person in relation to allegations of inappropriate behaviour with respect to children?