

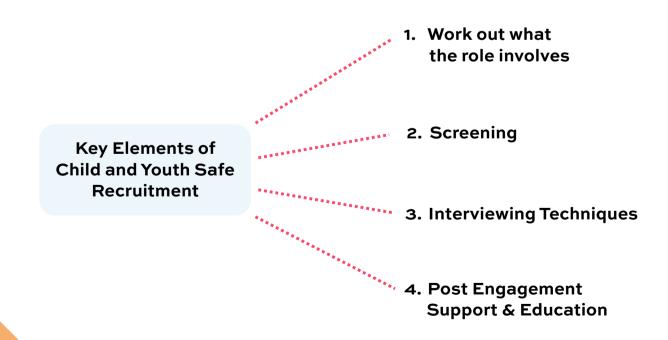
Child and Youth Safe Recruitment Guide

This guide provides practical suggestions about ways in which your organisation can screen volunteers to make sure that children are safe. While the guide is specifically for recruiting volunteers, it may also apply to paid workers.

Standard 5 of the Child and Youth Safe Standards talks about the need to make sure that people working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.

Child and Youth Safe recruitment processes should promote the wellbeing and safety of children and young people. These processes also help screen out people who are unsuitable for working with children and young people.

Screening volunteers is more than just having a Registration to Work with Vulnerable People (RWVP). It includes interviews, references, experience, and qualification checks. New applicants also require an induction and ongoing supervision.



Key Elements of Child Safe Recruitment

1. Work out what the role involves

Consider specific risks that may arise in this particular role and what behaviour is needed to make sure boundaries are met. This may include matters such as likely physical interactions with a child, opportunities for alone contact with a child and the type of relationship the volunteer with a child or children. Consider these points when you go through the next steps in recruiting a volunteer.

2. Screening

Be up front that a Working With Vulnerable Person Check is needed and that rigorous referee checks will be undertaken. Share the questions you intend to ask of the referee with the applicant so they understand that questions will be asked about previous workplace complaints, charges and convictions if known.

3. Interviewing Techniques

Ask specific questions about past behaviour with children and include scenarios and hypothetical questions about how the applicant would or did behave with a child or children in specific situations where risks to children likely arise.

4. Post Engagement Support & Education

Provide your volunteer with sound induction into the agency. Set out clearly the policies and procedures that must be applied when volunteering with children in your organisation. Set out expectations around behaviour, both the volunteers and others, and how to raise concerns. Importantly, ongoing support must be given to volunteers throughout the time they are in the role. The Child and Youth Safe Standards and Universal Principal and Reportable Conduct Scheme provide a child safe framework for your organisation.



SCREENING

Screening Requirements:

- Registration to Working with Vulnerable People (RWVP)
- Reference checks
- Are there any other compliance or registrations required to fulfil the required duties?
- Provide the volunteer with the questions you intend to ask of any referee as it may dissuade applicants with past concerning behaviour from seeking to volunteer with children.

Screening Red Flags:

- Gaps in employment history. Investigate any gaps in the applicant's employment history. Gaps may suggest a period of incarceration or employment with a previous employer that the applicant wishes not to disclose.
- If the applicant becomes flustered or gives inappropriate responses when questions about their interactions with children and young people.

INTERVIEWS

Child and Youth Safe Interviews:

Your organisation may consider the below Child and Youth Safe interview questions.

- Use open questions and probe the applicants' answers to gain more information.
- Use Child Safe scenario-based questions.
- Include Behaviour based interview questions.

Behaviour based interviews:

Behavioural interviewing questions the applicant's past experiences. Past experiences can be predictive of future behaviour. Applicants are asked to provide examples of their past behaviour in situations relevant to the role:

- Context what was the situation?
- Action what did you do?
- Reflection if this situation occurred again, what might you do differently?

Behaviour based Interview questions:

- Tell us when you have supported a child or young person who was upset?
- If you were not sure how to respond to the child or young person that was upset, what did you do?
- Scenario If you have concerns about an adult's actions towards a child or young person; how would you respond?

General interview questions:

- Tell us about your experience working with children and young people?
- Why do you want to work with children and young people?
- Why do you think child safety is important with in this role and in this organisation?
- Scenario A child is acting out of character; how would you support the child and how would you communicate with their parents or caregiver?

Ethics based interviews questions:

Ethics based questions are used to assess whether an applicants' personal values align with your organisation. This is especially important for roles that involve interactions with children and young people.

- What boundaries are important when working with children and young people?
- How can workers and volunteers ensure that professional boundaries are maintained?
- Scenario If a child or young person sent you a friend request on social media, how would you respond?



Referee questions:

Inform the referee that the position includes interacting with children and young people.

- How long have you known the applicant and what is your relationship with them?
- If this is a professional relationship, what work has the applicant undertaken under your guidance / supervision?
- Have you observed the applicant interacting with children and young people in a work or volunteer environment? If so, can you describe the interactions?
- During that time did you have any concerns about the applicant working directly with children and young people, and would you employ them in a similar role?
- Has the applicant been subject to investigations, charges or convictions?

INDUCTION AND ONGOING SUPERVISION

Provide the successful applicant with an Induction and complete an Induction checklist.

Include.

- The organisations Code of Conduct, and Child and Youth Safe policies and procedures.
- Reporting lines and how the volunteer is supported within the organisation (e.g., Who does the volunteer report to? What is the organisation's structure?)
- Child and Youth Safe Standards and Universal Principle