



# Child Safe Staff Selection Checklist

5D.7

Coburg Special Developmental School has stringent procedures in the recruitment of staff that meet child safety requirements for staff selection, supervision and management (clause 10 of Ministerial Order No. 870). It has a strong focus on child safety in the staff recruitment and employment process in order to minimise the risk of appointing a person who poses a child safety risk.

When recruiting new staff or volunteers some important child safety areas for assessment by those making the decisions 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.

The following selection procedures are indicative of our general practices, but may change or follow a different order according to the role or position. Multiple selection and screening processes are carried out during the recruitment process for child-connected work.

Phase 1 – Pre-selection – Ensuring transparency and natural justice in the selection process

Coburg Special Developmental School will:

- review its position description to reflect the child safe standards
  - Our school is committed to child safety. We have zero tolerance of child abuse. Our recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out Working With Children, Police Records and reference checks to ensure that we are employing the right people.
- provide applicants with a statement that sets out the job's requirements regarding child safety and essential qualifications, experience and attributes in relation to child safety
- inform the applicant about the school's child safety practices including the school's Child Safety Code of Conduct
- advise the applicant that the selection process will involve a rigorous background check including a current Working With Children Check or VIT registration
- include a question in the interview process to elicit information about how the applicant relates to children

Phase 2 – Screening/Background Check – Verifying the applicant's identity, suitability and qualifications

Coburg Special Developmental School will:

- check at least two forms of personal identification eg driver's licence, passport
- sight an original academic transcript of qualifications
- verify VIT registration
- sight and retain a copy of the applicant's current Working With Children Check
- conduct background check using online forums such as LinkedIn, Google or Facebook

- check that the applicant has nominated at least two referees including:
  - the current or most recent employer, and
  - direct supervisor/line manager
- ascertain any personal relationship between the applicant and his or her previous supervisor/manager
- check with the referee that the work history and previous employment details the applicant has provided are accurate
- question whether the referee has directly supervised the applicant and observed their work with children
- ask whether the referee:
  - would employ the person again
  - has any concerns about the applicant working directly with children
  - has any concerns about the applicant's adherence to the organisation's Code of Conduct
- check if the applicant has experience working with children outside their employment

*Reviewed at staff meeting:*

*This checklist has been endorsed by school Council on: 12<sup>th</sup> December 2018*