



## Child Safe - Staff Selection Checklist

### Introduction

**All 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 Alexandra Secondary College 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 College 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 College must be informed about the College's child safety practices (including the code of conduct).
3. In accordance with any applicable legal requirement or College policy, the College 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:
  - Working with Children Check status, or similar check;
  - proof of personal identity and any professional or other qualifications;
  - the person's history of work involving children; and
  - references that address the person's suitability for the job and working with children.
4. The College must ensure that appropriate supervision or support arrangements are in place in relation to:
  - The induction of new College staff into the College'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.
5. The College must implement practices that enable the College governing authority to be satisfied that people engaged in child-connected work perform appropriately in relation to child safety.

### 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 College. Examples of specialist roles include the roles of nurse, welfare counsellor, bus driver, sports coach, camps 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**

This checklist for staff selection can assist the College to strengthen its 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
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**Has the College 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 College's child safety practices including the College'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 or Police Check (WWCC)<sup>1</sup>?**

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

Questions	Yes	No
<b>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?</b>		
<b>Does the applicant have an original academic transcript or qualification/s that confirms their claims about their qualifications or registrations?</b>		
<b>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)</b>		
<b>Have you sighted and retained a copy of the applicant's current Working with Children Check?</b>		
<b>Are there any unexplained gaps in the applicant's employment history? If so, are there satisfactory explanations such as travel, study leave, family leave?</b>		
<b>Have you conducted any other background searches e.g. by using Google, Facebook or LinkedIn?</b>		
<b>Has the applicant nominated at least two referees including:</b> <ul style="list-style-type: none"><li>• the current or most recent employer, and</li><li>• direct supervisor/line manager.</li></ul>		
<b>Is there any personal relationship between the applicant and his or her previous supervisor/manager (this may affect the objectivity of the reference)?</b>		
<b>Have you checked with the referee that the work history and previous employment details the applicant has provided are accurate?</b>		
<b>Has the referee(s) directly supervised the applicant and observed their work with children?</b>		
<b>Would the referee(s) employ the person again?</b>		
<b>Did a referee(s) have any concerns about the applicant working directly with children?</b>		

**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.)?**

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<b>Date Implemented</b>	24/10/2016
<b>Author</b>	Nigel Lyttle
<b>Approved By</b>	ASC School Council
<b>Approval Authority (Signature &amp; Date)</b>	
<b>Date to be Reviewed</b>	October 2019
<b>Responsible for Review</b>	Nigel Lyttle