

STAFF EMPLOYMENT CHECKLIST

Advertising

Planning your advertisement and its placement provides a good opportunity to demonstrate your commitment to safeguarding children and deter would-be offenders.

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| Does your advertisement include a message about your organisation's commitment to child safety? | |
| Does your advertisement include reference to your code of conduct and child safe policy? | |
| Does your advertisement inform applicants that appropriate rigorous reference and background checking will be undertaken, including a Working with Children Check and police record and identity check? | |
| Has your job advertisement included a statement about your organisation's commitment to the safety, participation and empowerment of all children, including those with a disability? | |
| Has your job advertisement included a statement about your organisation's commitment to cultural safety, inclusion and empowerment of Aboriginal children, their families and communities? | |
| Has your job advertisement included a statement about your organisation's commitment to the safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds? | |

Selection criteria

Developing appropriate selection criteria for the position is a valuable first step to reducing the risk of appointing someone who poses a child safety risk. It will also ensure that applicants have the specific knowledge and skills required for the position.

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| Does your selection criteria clearly state the experience, qualifications, qualities and attributes expected from the successful applicant? | |
| Does your selection criteria outline the supervision and accountability processes in place which support child safety? | |
| Does your selection criteria include a demonstration of the needs of children with a disability? | |
| Does your selection criteria include a demonstration of Aboriginal cultural safety and awareness? | |
| Does your selection criteria include a demonstration of cultural safety for children from culturally and/or linguistically diverse backgrounds? | |

Interviews

The interview process is a very important step in selecting the right people for your organisation and in identifying any people who may pose a risk to children. Give yourself sufficient time to plan and prepare for the interview process, and form an interview panel with the right mix of experience and skills to carry out the interview, ensuring that all panel members are clear on what the position requires. You may want to consider including Aboriginal peoples, people from a culturally and/or linguistically diverse background and people with a disability on the interview panel.

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| Have you prepared a list of open-ended questions which will determine how the interviewee will behave in certain situations? | |
| Are there any unexplained lengthy gaps in employment history | |
| The applicant says they do not value or 'need' supervision | |
| The applicant is evasive or inconsistent in his or her answers | |

Pre-employment screening

Screening applicants (including for paid and volunteer positions) is a good tool for helping to prevent people who may abuse children from entering your organisation.

Police checks

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| Have you undertaken a police record check (which includes identity check)? | |
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Working with Children Check

Under the *Working with Children Act 2005*, people who are doing child-related work, and who are not exempt, need a Working with Children Check. This applies to both paid and volunteer workers.

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| Does the applicant hold a valid Working with Children Check, if required? Have you checked the validity of their Working with Children Check <online.justice.vic.gov.au/wwccu/checkstatus.doj>?. OR If the applicant does not hold a valid Working with Children Check, and it is required, has the applicant provided evidence that they have applied for a Working with Children Check, and does your organisation have processes to follow up pending applications? | |
| Has the applicant provided you with evidence of their Working with Children Check, or evidence of their application for a Working with Children Check? | |

Referee checks

You should always talk to at least two referees as this can provide insight into the applicant's character and skills. Line managers, particularly the most recent, are likely to provide you with the most accurate reference. Where possible, referees that can provide insights into the applicant's experience working with children should be contacted.

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| Do the referees provided by the applicant include line managers who can be objective, rather than colleagues or friends? | |
| Has the applicant provided their most recent line manager as a referee? If not, have they provided you with a satisfactory reason? | |
| Have you spoken to at least two of the referees by telephone? Did you confirm with them their name and position provided to you by the applicant? | |
| Have referees completed the referee response checklist? | |

Additional checks

Additional checks will confirm the identity of the applicant and that their responses have been truthful.

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| Have you checked the identity of the applicant (for example, that their driver's licence/passport has the same name they have provided you)? | |
| Did you see a certified copy of the applicant's qualifications (if required)? | |