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CHILD SAFETY POLICY

SEPTEMBER 2018

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Overview

Thank you for taking the time to read this important document.

The document outlines the child protection policy of the Mizrachi Organisation and all its subsidiary and legally associated entities.

Mizrachi aims to ensure any organisations utilising Mizrachi premises have robust child safety policies and procedures in place, and that Mizrachi will maintain systems to ensure their effective application.

This policy was compiled in response to our community's awareness of the significant harm and damage caused by child abuse. This policy aims to educate its members about child abuse, and to provide guidance to all members of Mizrachi in the implementation of practices that minimize the risk of harm to children and promotes their wellbeing.

This policy also outlines the processes involved in reporting abuse and our legal obligations in reporting child abuse to the authorities

This policy is based on Victorian Child Safe Standards¹.

All Victorian agencies that provide services to children and young people are currently based on these standards. These standards result from recommendations from the Betrayal of Trust inquiry and evidence about what is necessary to prevent child abuse.

Jewish Values Support Child Safety

Mizrachi upholds a number of Jewish values that support child safety. These values include:

1. Pikuach Nefesh – The principle that the preservation of human life is of primary importance. A person's physical safety and psychological safety are overriding priorities.
2. Kol Yisrael Arevim Zeh La'Zeh – The whole community has a collective responsibility for one another and therefore has a responsibility for the protection of children's safety.
3. Dina D'malkhuta Dina – The halachic rule that the law of the country is binding. In Australia there is specific legislation relating to child protection. Specifically, children need to be protected from harm and when abuse occurs the perpetrator must be held accountable. The Mizrachi Organisation rejects the application of 'Mesira' (not dobbing into authorities) to cases of child abuse.

¹ Victorian Child Safe Standards- <http://providers.dhhs.vic.gov.au/child-safe-standards>

Legal Obligations

Mizrachi is committed to upholding its obligations under the following legislation.

The following Acts govern Child Protection and provide some insight as to the nature of the legislation:

Children, Youth and Families Act (CYFA), 2005 – Governs and guides the process of child protection in Victoria. Under this Act a person can make a report to Child Protection Services if they have: A significant concern for a child's wellbeing; belief the child is in need of protection; significant concern before the birth of a child about his/her wellbeing after his/her birth. The Commission for Children and Young People (CCYP) was established by the Child Wellbeing and Safety Act 2005 (the Act) (Children Legislation Amendment (Reportable Conduct) Act 2017), indulging the reportable conduct scheme that came into effect 1 July 2017. The CCYP is responsible for administering the scheme.

- **Children Legislation Amendment (Reportable Conduct) Act 2017** – From 1 July 2017, the Commission for Children and Young People will administer a 'reportable conduct scheme' in Victoria. The scheme will improve oversight of how organisations respond to allegations of child abuse and child-related misconduct by workers and volunteers. Under the scheme, the Commission for Children and Young People will have the power to: Monitor organisations' investigations of abuse or misconduct and report on trends; share information with key organisations, such as the Working with Children Check Unit and certain professional registration bodies, to improve child safety; inquire into the safety systems of organisations engaged in child-related work; and share relevant information to better protect children from the risks of abuse.
- **Child Wellbeing and Safety Act (2015)** – Establishes the Victorian Children's Council and Child Safety Commissioner; establishes the principles for wellbeing of children in Victoria.
- **Commission for Children and Young People (CYPP)** – Amongst other function, the CYPP oversees the Victorian Reportable Conduct Scheme.
- **Crimes Amendment (Grooming) Act 2014** – Refers to the offence of grooming. A grooming offence is committed if the offender communicates by works or conduct with a child under the age of 16 years or their carer or supervisor; and Intends to commit a sexual offence involving the child.
- **Crimes Amendment (Protection of Children) Act 2014, s.49c** – refers to the **failure to protect** children from sexual offences. If any individual or organisation could have reasonably protected a child from sexual abuse and fails to do so it may be considered a criminal offence.
- **Crimes Amendment (Protection of Children) Act 2014, s.327** – Refers to the responsibility of all individuals to disclose to authorities if they have a reasonable belief that a child under the age of 16 years has been sexually abused. Failure to do so is a criminal offence.
- **Working with Children Check (WWCC) Act 2005** – Outlines the purpose of the WWC and what constitutes child-related work; outlines occupations that

apply and explains relevant offences and findings that are relevant to the WWCC. It sets out obligations of individuals and organisations and how personal information is stored and disposed of.

In addition, Mizrachi also adheres to the following:

- United Nations Convention on the Rights of the Child (1989)
- Charter of Human Rights and Responsibilities Act 2006 (Vic)
- Victoria Institute of Teaching Act 2001 (Vic)
- Education and Training Reform Act 2006 (Vic)
- Privacy Amendment (enhancing privacy protection) Act 2012
- Commonwealth Powers (Industrial Relations) Act 1996

It is our understanding that this Child Protection Policy is consistent with the above laws and our obligations for child protection.

In cases where this policy is inconsistent with existing policies, this policy takes precedence to the extent that it creates a stricter standard of conduct.

This policy is not intended to replace or conflict with areas of the secular governing law, rather it is to operate in conjunction with them. When any policy or procedure contradicts State or Federal law, the law prevails.

Definitions of Abuse

Mizrachi is committed to safeguarding the children in our care from sexual, physical, emotional, or psychological abuse; neglect; witnessing domestic/ peer/interpersonal violence, and grooming behavior.

An important component in the prevention of child abuse is having a shared understanding of the definitions of child abuse. We define (but does not limit the definition of) child abuse as follows:

Sexual abuse

Sexual abuse is any act in which a person with power or authority over a child (female or male) uses a child for sexual gratification. An abuser can be an adult, adolescent or older child.

Sexual abuse spans a range of contact and non-contact behaviour.

SEXUAL ABUSE	
<p>CONTACT BEHAVIOUR</p> <ul style="list-style-type: none"> • Fondling a child’s genitals or getting a child to fondle the perpetrator • Rubbing the perpetrators genitals against the child’s body • Intimate kissing • Sexual penetration (vaginal/anal) • Exploiting a child through prostitution • Any physical contact that may be of a sexual nature (e.g. touching, hugging, masturbation, oral sex) 	<p>NON-CONTACT BEHAVIOUR</p> <ul style="list-style-type: none"> • Making sexual comments (in person, in letters, by telephone, text messages or email) • Voyeurism – including commenting on physical attractiveness • Exposing a child to pornography • Nudity – an abuser exposing parts of their body or the child’s body

These are the common physical and behavioural indicators of Sexual Abuse:

SEXUAL ABUSE	
<p>PHYSICAL SIGNS</p> <ul style="list-style-type: none"> • Presence of bruising around the thighs, sexually transmitted disease, pregnancy, or vaginal or anal bleeding or discharge may indicate sexual abuse 	<p>BEHAVIOURAL SIGNS</p> <ul style="list-style-type: none"> • Child/Youth tells someone they trust that they have been abused • Displaying sexual behaviour or knowledge which is unusual for their age. • Complaining of headaches or stomach aches • Experiencing problems with school work • Showing behaviour such as frequent rocking sucking and biting • Experiencing difficulties in sleeping • Having difficulties in relating to adults and peers

Physical abuse

Physical abuse occurs when a caregiver or any other person subjects a child to non-accidental physically aggressive acts. The abuser may inflict an injury intentionally or inadvertently as a result of physical punishment or the aggressive treatment of a child. Physically abusive behaviour includes (but is not limited to) shoving, hitting, slapping, shaking, throwing, punching, biting, burning and kicking.

PHYSICAL ABUSE	
<p>PHYSICAL SIGNS</p> <ul style="list-style-type: none"> • Bruises, burns, sprains, dislocations, bites and cuts • Fractured bones especially in infants where a fracture is unlikely to occur accidentally • Poisoning • Internal injuries 	<p>BEHAVIOURAL SIGNS</p> <ul style="list-style-type: none"> • Showing weariness or distrust with adults • Wearing long sleeved clothes in hot weather (to hide bruising or other injuries) • Demonstrating fear of caregiver and of going somewhere with caregiver • Becoming fearful when other children cry or shout • Being excessively friendly to strangers • Being very passive and compliant

[Emotional or psychological abuse](#)

Emotional or psychological abuse occurs when a caregiver or any other person repeatedly rejects or threatens a child. Often there is a pattern of emotional or psychological abuse, rather than a single incident. Such abuse may involve humiliating, terrorising, name-calling, belittlement, inappropriate symbolic acts or continual coldness from the caregiver or person, to the extent that it results in significant damage to the child’s physical, intellectual or emotional wellbeing and development.

EMOTIONAL ABUSE	
<p>PHYSICAL SIGNS</p> <ul style="list-style-type: none"> • Possible delays in emotional, mental or even physical development 	<p>BEHAVIOURAL SIGNS</p> <ul style="list-style-type: none"> • Displaying low self esteem • Tending to be withdrawn, passive or tearful • Displaying aggressive or demanding behaviour • Being highly anxious • Showing delayed speech • Acting like a much younger child e.g. soiling/wetting pants • Displaying difficulties in relating to adults and peers

[Neglect](#)

Neglect occurs when a caregiver fails to provide a child with the basic necessities of life. Such neglect includes the failure to provide adequate food, clothing, shelter, medical attention or supervision to the extent that the child’s health and development is, or is likely to be, significantly harmed.

NEGLECT	
<p>PHYSICAL SIGNS</p> <ul style="list-style-type: none"> • Frequent hunger • Malnutrition • Poor hygiene • Inappropriate clothing for season e.g summer clothes in winter • Left unsupervised for long periods • Abandoned by parents 	<p>BEHAVIOURAL SIGNS</p> <ul style="list-style-type: none"> • Excessive avoidance of spending time at home • Stealing food • Staying at school outside school hours • Often being tired and falling asleep during activities • Abusing alcohol or drugs • Displaying aggressive behaviour • Not getting on well with peers

[Witnessing family violence](#)

Witnessing family violence is a specific form of emotional or psychological abuse. Family violence is defined as violence between members of a family or extended family or those fulfilling the role of family in a child or young person’s life. Exposure to family violence places children and young people at increased risk of physical injury and harm and has a significant impact on their wellbeing and development.

[Grooming](#)

The offence of grooming concerns predatory conduct undertaken to prepare a child for sexual activity at a later time.

The offence applies where an adult communicates, by words or conduct, with a child under the age of 16 years or with a person who has care, supervision or authority for the child with the intention of facilitating the child’s involvement in sexual conduct, either with the groomer or another adult.

Grooming does not necessarily involve any sexual activity or even discussion of sexual activity – for example, it may only involve establishing a relationship with the child, parent or carer for the purpose of facilitating sexual activity at a later time.

The offence can be committed by any person aged 18 years or over. It does not apply to communication between people who are both under 18 years of age.

Grooming is now considered a criminal offence [Crimes Amendment (Grooming) Act 2014, which commenced in Victoria on 9 April 2014)]. The penalty for grooming is a maximum of 10 years imprisonment.

The School, Leibler Yavneh College (LYC) is legally associated with the Mizrahi Organisation and it has its own Child Safety policy.

As the President of Mizrahi is an Executive Board member of LYC Board of Management this provides a direct mechanism for Mizrahi Executive to be fully aware of the College's compliance.

The President must ensure that the Mizrahi Executive is made aware of any serious breaches of the LYC Child Safety Policy within a reasonable timeframe (not more than 3 working days)

Bnei Akiva Youth Movement operates from the Mizrahi Caulfield campus but is not a legally associated entity. Bnei Akiva has its own child safety policy overseen by the Australian Zionist Youth Council (AZYC)

The leaders and youth of Bnei Akiva are however inextricably linked to the wider Mizrahi Organisation. Indeed, there is a community perception that Bnei Akiva is a part of the Mizrahi community.

As such, the following practices must be followed to ensure that child safe policies are adhered to and clear.

Bnei Akiva has a direct responsibility to ensure that all the children within its care are protected and that child safety is paramount in all aspects of their programming.

A Memorandum of Understanding (MOU) exists between Mizrahi and Bnei Akiva that articulates the following practice. In the event of a Reportable Conduct incident occurring at any time on the Mizrahi campus, the President must be notified as soon as possible, so that he/she can lodge the required report within 72 hours. For the purposes of defining Head of Organisation, the President will make the report on behalf of Mizrahi and Bnei Akiva for incidents on the Mizrahi Campus.

Incidents that occur elsewhere (camps etc) will be reported by the Merakez of Bnei Akiva and he/she will assume the role of Head of Organisation.

A delegate of the Bnei Akiva Executive attends all Mizrahi meetings and regular assurances (at least every 3 months) must be given, that all aspects of the Bnei Akiva Child Safe policies are being adhered to.

Policy Definitions

- **Aboriginal and Torres Strait Islander** – A person who is of Aboriginal or Torres Strait descent, identifies as Aboriginal or Torres Strait Islander and is accepted as Aboriginal or Torres Strait Islander by an Aboriginal or Torres Strait Islander community.
- **Adult** – a person 18 years of age or older and includes persons who are employees, volunteers and associates of Mizrahi Organisation.
- **Child** – any person under the age of 18; see **Youth Member**
- **Child Abuse** – see definitions in, 'Forms of Abuse'

- **Child Safe** – refers to an organisational environment that has an open and aware culture, understands child abuse, is supported by well-known child safety policy, promotes the empowerment and participation of children, manages child safety risks; and expects all stakeholders to report all allegations, disclosures or concerns. Child safety encompasses matters related to protecting all children from child abuse and neglect, intervening early where concerns arise, preventing abuse where possible, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to incidents or allegations of child abuse. Child safety includes **cultural safety** for children.
- **Child Protection** – refers to legislation, statutory authority responsible for child protection, and all measures taken to minimise the risk of child abuse. Child protection is a core part of the broader, over-arching concept of child safety.
- **Code of Conduct** – the Mizrahi Organisation policy which specifies behaviours expected of all employees, volunteers and directors in the organisation.
- **Cultural safety** – the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It is an environment which is socially and emotionally safe, as well as physically safe for children. It is about shared respect, shared meaning, shared knowledge and experience, of learning, living and working together with dignity and truly listening².
- **Culturally and/or linguistically diverse background (CaLD)** – identification with particular cultural or linguistic affiliations by virtue of place of birth, ancestry or ethnic origin, religion, preferred language or language spoken at home or because of parents' identification on a similar basis.
- **Department of Health and Human Services (DHHS)** – the statutory authority responsible for receiving and investigating reports of child abuse.
- **Disability** – any physical, sensory, neurological disability, acquired brain injury or intellectual disability or developmental delay that affects a child's ability to undertake everyday activities. A disability can occur at any time in life. Some disabilities may be obvious while others are hidden.
- **Disclosure** – refers to a child telling someone (through words, drawings or actions) that he or she feels unsafe or has been harmed.
- **Employee/Employees** – refers to any individual employed by Mizrahi Organisation
- **Gender Identity** – a person's concept of self as male, female, a blend of both or neither. Gender identity refers to how individuals perceive themselves and how they self-identify. One's gender identity can be the same or different from their sex assigned at birth.³
- **Leader (or other term used with THE ORGANISATION)**– For the purposes of this document, leader will refer to any employee or volunteer whose role means they hold lead responsibility for key organisational functions including recruitment, selection, supervision, program planning, risk management and program delivery.

² Revised from *An Overview of the Victorian Child Safe Standards* (November 2015) -State of Victoria, Department of Health and Human Services and

A Guide for Creating a Child Safe Organisation (Version 2.0 December 2015)- Commission for Children and Young People

³ Human Rights Campaign, www.hrc.org

- **Mandated Reporter** – any adult who holds the following occupations is mandated to report child abuse to child protection authorities or police: Teachers, School Principal, Doctor, Nurse or Police Officer.
- **Movement** – refers to the Mizrahi Organisation more broadly (national/ global)
- **Parent helper** – a Mizrahi Organisation volunteer; should a parent of a Mizrahi Organisation youth member support Mizrahi Organisation activities at a frequency of more than once per quarter, they shall be considered a Mizrahi Organisation volunteer and be subject to Mizrahi Organisation volunteer vetting procedures.
- **Sexual Orientation** – An inherent or immutable enduring emotional, romantic or sexual attraction to other people⁴
- **Visitor** – a person who is not a volunteer, or employee, who participates in, or is present at, any Mizrahi Organisation activity.
- **Volunteer** – means an unpaid member of Mizrahi Organisation supporting program delivery or operations.
- **Youth Member** – A youth member of Bnei Akiva is a male and/or female aged between 7 - 25 years inclusive who satisfies the requirements of membership.

The Seven Child Safe Standards

There are seven standards:

Standard 1: Governance and leadership

Standard 2: Clear commitment to child safety

Standard 3: Code of conduct

Standard 4: Human resource practices

Standard 5: Responding and reporting

Standard 6: Risk management and mitigation

Standard 7: Empowering children.

To create and maintain a child safe organisation, organisations must have:

1. strategies to embed an organisational culture of child safety, including through effective leadership arrangements
2. a child safe policy or statement of commitment to child safety

⁴ Human Rights Campaign, www.hrc.org

3. a code of conduct that establishes clear expectations for appropriate behaviour with children
4. screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel
5. processes for responding to and reporting suspected child abuse
6. strategies to identify and reduce or remove risks of child abuse
7. strategies to promote the participation and empowerment of children

In complying with the child safe standards, organisations need to be mindful of the diversity of students and school communities and include the following inclusion principles as part of each standard:

- promoting the cultural safety of Aboriginal children
- promoting the cultural safety of children from culturally and/or linguistically diverse backgrounds
- promoting the safety of children with a disability.

Victoria's Child Safe Standards

All organisations that work with children and young people are required to meet Child Safe Standards



COMMISSION FOR CHILDREN
AND YOUNG PEOPLE

For more information about the Child Safe Standards and how to meet them, go to our website or connect with us.

www.ccp.vic.gov.au

(03) 8601 5281



ccypvictoria

The following management strategies should be implemented in managing this risk.

- The staff from Israel must be fully vetted prior to their arrival (including responding to the employee questionnaire, reference checked and an International Police Check – Israel conducted). See recruitment and screening section above.
- All leaders will be briefed about the Child Safe standards and the severity of any breach of these standards
- No leader may be alone with any child in the Bet Midrash and no child should be invited to the leader's home to participate in activities. Group activities with three or more children and with the prior knowledge of parents are acceptable.
- No leader should befriend a child on social media and or use electronic communications to conduct a private and personal communication.
- Any tutorial sessions must be in an open area subject to public view
- No leader should provide any child with alcohol or drugs nor should the leader possess or utilize drugs of addiction.
- No leader should transport children on their own and without the express and written knowledge of the parents. To be clear, there must be 2 leaders with children at all times.

Overnight Stays/ Shabbatonim/ Camps

Overnight stays are to occur only with the authorisation of the President and the parents/guardians of the children involved.

Practices and behaviour by leaders, staff and volunteers during an overnight stay must be consistent with this policy incorporating the practices and behaviours expected during delivery of all programs, services and events at other times.

All leaders, staff and volunteers must adhere to Mizrahi recruit and screening requirements (see recruitment and screening section above). In addition, all leaders, staff and volunteers will be provided induction and ongoing training and support, relevant to their role, regarding organisational child safe policies and procedures.

Standards of conduct that must be observed by leaders staff and volunteers during an overnight stay include:

- Providing children and young people with privacy when bathing and dressing.
- Observing appropriate personal standards when children and young people are present. Under no circumstances should children be exposed to adult nudity or states of undress.
- Ensuring children or young people are not exposed to pornographic material of any kind including movies, television, the internet or magazines.
- Not leaving children under the supervision or protection of unauthorised persons such as maintenance staff or friends.

The abattoir staff never have contact with children and Kosher Australia have decided that they do not require a WWCC checks. The Working with Children guidelines are that staff must meet all five criteria to be required to hold a WWCC:

You do need a WWCC if you meet ALL 5 criteria listed below:

- You engage, or intend to engage, in child-related work as an employee or volunteer.
- You are an adult working with under 18 year olds.
- You are working in any of the occupational fields listed in the Act. Go to Occupational fields for the full list.
- Your work involves direct contact with children. Direct contact means physical, face-to-face, written, oral or electronic contact.
- Your contact with children is part of your duties and not incidental to your work.

Kosher Australia staff at the Butchers or Abattoirs have no contact with children and as such require no WWCC.

[Supervision of Children on the Mizrachi site before and after Bnei Akiva operations](#)

Appropriate supervision of children before and after Bnei Akiva programs must be coordinated between the Mizrachi Organisation and Bnei Akiva. A Memorandum of Understanding exists defining the process in the event of a Reportable Incident.

[Attendance during Prayer Services](#)

Children regularly accompany parents to prayer services in the Synagogue. Often they spend time playing outside in the common areas while their parents attend prayer services. Children on site during prayer services are the responsibility of parents at all times and must be supervised by their parents.

The Mizrachi Organisation will take all appropriate steps to ensure the safeguarding of children on site but the ultimate responsibility for unsupervised children rests with their parent or guardian..

Appropriate communications clearly advising parents to monitor their child's safety must be provided.

[Conduct and Behaviour Standards](#)

The Mizrachi Organisation has an expectation regarding the standards of behaviour that exemplify the values and ethos of the organisation. These standards guide us in the way we conduct ourselves (manner of speech, dress and behaviour) and how we interrelate and respect others. We strive to establish a safe environment for every child's physical, emotional and spiritual wellbeing.

This is clearly expressed in our core vision.

"We believe in a holistic emphasis on the overall sense of well-being of all our membership: providing a safe environment for their personal, emotional and intellectual needs."

Staff members have a responsibility to act as role models. Staff are required to uphold these standards of behaviour during work hours. These standards govern staff professional and private interactions with colleagues, members and guests. These expectations incorporate specific behaviours that relate to unwanted touching and the exertion of inappropriate verbal, physical or psychological influence or control on members and staff. Certain behaviours are regarded as incompatible with the values and standards of the Organisation and are always prohibited as outlined in this policy.

Policy Implementation

It is the responsibility of all staff to adhere to this policy. Ultimately, the President is accountable for monitoring compliance with the policy. Any violation of this policy or the guidelines within it regarding Child Protection, Conduct and Behavioural Standards will not be tolerated and may result in termination of employment or loss of membership of the organisation.

Please note that fulfilling the roles and responsibilities contained in the procedure does not displace or discharge any other obligations that arise if a person reasonably believes that a child is at risk of child abuse.

Policy Review

This policy is a living document, and the child safety culture discussed in this document will be embedded in all parts of our programs. This Child Protection Policy and associated procedures will be reviewed annually at a nominated board meeting. The purpose of this review will be to reflect on experiences in the past year following this policy and changes that need to be made to improve our practices and to incorporate any legislative changes that affect this policy.

Policy released September 2018. Review date 1 October 2019.

Additional policies

- Mizrachi Child Safe Policy – Conducting an Internal Investigation & Reportable Conduct
- Mizrachi Reporting Child Abuse and Neglect Policy

Appendices

Appendix 1: Phase 1: Pre-selection — Ensuring transparency and natural justice in the selection process

The following requirements are to be addressed prior to recruiting and employing staff and volunteers.

Questions	Yes	No
Has the Organisation 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: <ul style="list-style-type: none"> • child safety, and • essential or relevant qualifications, experience and attributes in relation to child safety? 		
Has the applicant been informed about the Organisation's child safety practices including the child safety policy?		
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 (WWCC)?		

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

Prospective employees and volunteers will be asked to provide the following forms of identification and proof of qualification as part of the screening process prior to the offer of employment taking place. The Organisation will determine what constitutes unsatisfactory information based on best practice in Child Protection. Unsatisfactory responses may result in employment not being offered or offered with further requirements such as additional training.

Questions	Yes	No
Have you checked at least two forms of personal identification eg driver's licence, passport? Is the name and address the same as those provided by the applicant?		
If appropriate, does the applicant have an original academic transcript or qualification/s that confirms their claims about their qualifications or registrations?		
Have you sighted and retained a copy of the applicant's current Working with Children Check?		
Are there any unexplained gaps in the applicant's employment history? If so, are there satisfactory explanations such as travel, study leave, family leave?		
Have you conducted any other background searches eg by using Google, Facebook or LinkedIn?		

Has the applicant nominated at least two referees including: the current or most recent employer, and direct supervisor/line manager.		
Is there any personal relationship between the applicant and his or her previous supervisor/manager (this may affect the objectivity of the reference)?		
Have you checked with the referee that the work history and previous employment details the applicant has provided are accurate?		
Has the referee(s) directly supervised the applicant and observed their work with children?		
Would the referee(s) employ the person again?		
Did a referee(s) have any concerns about the applicant working directly with children?		
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 (eg volunteering, private tutoring or coaching, non-commercial child-minding etc)?		

Standard Interview Questions (in keeping with our Child Protection Policy)

Prospective employees and volunteers will be asked to complete this questionnaire as part of the screening process prior to the offer of employment taking place. The Organisation will determine what constitutes unsatisfactory information based on best practice in Child Protection. Unsatisfactory responses may result in employment not being offered or offered with further requirements such as additional training.

Please complete the following Interview questions.

Answers may be filled out on a separate sheet of paper if you would like more space.

1. Please tell us about your experience in relation to working with children and young people.

2. Please outline any action taken against you in relation to working or volunteering with children and young people. This includes, but is not limited to, allegations, substantiated cases and disciplinary action.

3. How do you think your peers, supervisors and referees would describe the way you work with children and young people?

4. Are there any children with whom you would not wish to work and if so, why?

5. In a situation where you felt you had lost control of your emotions with children, how have you managed it? What strategies have you implemented on reflection?

6. How would you respond to a child or young person who disclosed that they were being subjected to abuse?

7. What would you do if you thought another staff member or employee was harming a child or young person?

8. What do you find most rewarding about working with children and young people?

9. What do you find most challenging about working with children and young people?

10. How would you manage a child who is behaving in a manner that is disruptive in a group setting?

11. How would you deal with a child or young person who is acting aggressively?

12. A parent of a child wants someone from the organisation to care for their child out of hours. What would be your response to this request?

13. What would you do if you thought a child or young person was being abused at home?

14. Can you tell us about children or young people you have found challenging to work with? What strategies do you use to manage challenging behaviour?

15. How would you manage a child who appears sad and refuses to participate in activities?
