



GUIDELINES FOR THE RECRUITMENT OF STAFF, EDUCATORS AND VOLUNTEERS

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The processes for the recruitment and selection of employees and volunteers demonstrate our commitment to maximising the safety of children and deterring unsuitable persons from attempting to work with our organisation.

TEAMKIDS ENSURES:

Preparation for recruitment:

- An explicit statement of our commitment to child safety is included in advertising promotions whenever possible and appropriate.
- Job advertisements clearly state our commitment to child safety.
- Job descriptions include a statement about commitment to maintaining a child safe organisation and clearly outline responsibilities and accountability.
- Information sent to applicants includes a copy of the Child Protection Policy, Code of Conduct Policy, Complaints/Grievance Policy and Screening Procedures.
- Multiple selection techniques include:
 - A detailed procedure of recruitment which is followed at all times, to ensure all elements are met.
 - Consideration of a Working with Children Check (WWCC) or relevant Teaching Registration (VIT)(NESA)
 - Confirmation of identity: driver's licence/passport
 - Verification of qualifications
 - Thorough reference checks (at least 2), including where possible, the current or most recent professional employer.

Interview process

- At least two people are on the interview panel.
- Questions are behavioural based and ask the interviewee to provide examples of their past behaviour in specific situations relevant to the job.
- Questions are values based on relationships with children, professional boundaries, resilience and motivation, teamwork, accountability and ethical dilemmas.
- Questions are based on key selection criteria.
- Candidates are asked about their attitudes, aspirations and motivations.
- More details are asked for when answers are incomplete.

Ongoing management

- Orientation and induction cover information about values, attitudes, expectations and workplace practices in relation to maintaining a child safe environment.
- Regular meetings are held with educators, staff and volunteers.
- A mentoring or buddy system between staff is in place.
- Training and education are provided for all staff on child safety.
- Resourcing and support are provided for all staff.
- Educators, staff and volunteers are treated with respect.

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Reviewed: 10 June 2019

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