

Child Protection Risk Management Strategy – Recruitment, Selection, Management and Training of Educators and Volunteers	
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Recruitment

YBR will keep up-to-date policies on recruiting, selecting, training and managing paid employees and volunteers.

The service is responsible for developing policies and procedures about recruitment, selection, management and training to ensure all persons working at the service are suitable.

When developing our recruitment strategy, our service will consider the following –

Position Description	<ul style="list-style-type: none"> • establish an understanding of the roles and expectations for educators to provide a safe and supportive environment for children and young people • become more aware of the tasks required for specific activities • develop requirements of the position' (sometimes referred to as selection criteria) • identify training needs • reduce the risk of harm to children and young people, and • attract and retain educators.
Advertising the Position	<ul style="list-style-type: none"> • include a clear statement about your organisation's safe and supportive work practices • include clear, concise details about your organisation • provide brief details about the position and working conditions, and • name a contact person for more information.
Selection Process	<ul style="list-style-type: none"> • Assessment of applicant • Interview process • Referee checks
Probationary Period of Employment	<ul style="list-style-type: none"> • set goals • identify training needs, specifically in relation to risk management practices, and • provide support to the new employee to be successful in undertaking the role.
Training	<p>Educators should receive training in the following areas:</p> <ul style="list-style-type: none"> • identifying, assessing and minimising risks • the organisation's policies and procedures (including the organisation's code of conduct) • compulsory training as required by industry standards or legislation, and • handling a disclosure or suspicion of harm, including reporting guidelines.

	<p>Training can be formal such as:</p> <ul style="list-style-type: none"> • higher education training and accreditation • training offered by external organisations • training developed and delivered internally, and • on-the-job training meeting key objectives. <p>Training can also be informal such as:</p> <ul style="list-style-type: none"> • inviting police officers or Child Safety educators to meetings to discuss issues in relation to child protection • inviting other professionals to speak at meetings or functions, and • internal mentoring and coaching.
Induction	<ul style="list-style-type: none"> • our organisation's commitment to an environment that is safe and supportive for children and young people • the standards of behaviour expected as detailed in our code of conduct • our organisation's safe and supportive policies and procedures, and strategies to minimise harm • procedures to follow when a disclosure of harm is received • reporting guidelines in relation to disclosures of harm and suspicions of harm • their own rights and responsibilities, as well as those of children and young people • what to expect if there is an allegation of harm made against them or to them • what constitutes a breach of your organisation's child and youth risk management strategy and the potential consequences • the roles of key people in your organisation, and • grievance procedures.
Exit interviews or questionnaires	<ul style="list-style-type: none"> • gather information about the effectiveness of the recruitment process • identify possible areas for improvement in organisational processes, management, job design, remuneration or career planning and development, and • Receive positive feedback on what is working well in our organisation.