

"ATTACHMENT 17"

Stage 2: Management and Administration – Recruitment and Screening

STAGE 2: RECRUITMENT & SCREENING

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Purpose

Yeshivah Beth Rivkah Colleges Inc. (the Organisation) recruitment and screening procedures have been developed to ensure that the Organisation recruits personnel who are suitably qualified and committed to providing professional, safe and enjoyable education to children and young people.

Responsibility

The Heads of School and Senior Management are responsible for undertaking recruitment and ensuring that our Organisation's recruitment and screening procedures are followed. The aim is to provide a consistent and comprehensive recruitment process across our Organisation.

Commitment

Our Organisation's statement of commitment to safeguarding the children and young people in our care is supplied to all applicants at the same time as the position description and application documentation.

Step 1: Advertising

The Organisation advertises available positions and all advertisements contain the following statement:

“We require all applicants to undergo an extensive screening process prior to appointment.”

Step 2: Face-to-face interview

All applicants with direct contact with children and young people are required to provide their C.V and attend at least one face-to-face interview.

During face-to-face interviews we examine at least the following issues relating to the applicant's suitability to work with children and young people:

- the applicant's beliefs and values in relation to the treatment of children and young people
- the applicant's professional experience, qualifications and competence
- the applicant's reasons for leaving previous positions involving work with children and young people
- any potential concerns our Organisation may have with the applicant's resume or work history, such as gaps in their work history, frequent job changes, inability to nominate precise start or end dates for previous roles
- the applicant's general awareness and understanding of child protection issues.

In undertaking an interview with any applicant for an 'involved' role we refer to our Organisation's **Interview Question & Answers Form**.

As part of the face-to-face interview we highlight our Organisation's commitment to protecting children and young people from abuse. We also explain our screening requirements and their purpose.

We document an applicant's responses and, if they are the successful applicant, we add that documentation to their personnel file.

Step 3: Basic identity check

At the first interview, the identity of each short listed applicant for any 'involved' position is confirmed by sighting original 'proof of identity' documents - passport or driving license - presented by the applicant.

Candidates should also provide copies of their VIT registration / Working With Children Check.

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Step 4: Undertaking reference checks

We conduct a minimum of two reference checks for all shortlisted applicants as a means to gather additional information about the applicant's suitability to work in the role for which they have applied.

Applicants being considering for appointment should, in the first instance, be asked to provide contact details for two professional referees who can provide information relating to the applicant's suitability to work with children. Professional referees:

- should include a representative of the applicant's current or most recent employer
- must have had a direct managerial relationship with the applicant and so be capable of commenting knowledgeably in relation to the applicant, and ideally have been the applicant's supervisor or line manager.

Personal referees are not recommended. However, if there is no option but to include a personal referee, then that referee:

- should not be related to the applicant
- should have known the applicant for at least 12 months
- must be able to vouch for the applicant's reputation and character.

The referee checks we undertake must involve direct contact with the referee. Written character references are not sufficient unless also followed up and verified through direct contact.

Difficulty in contacting referees, such as those based overseas, or those who have left an organisation, is not justification for accepting lower standards of scrutiny.

Refer to the [Reference Question & Answers Form](#) to record details of the referee and the discussion with the referee. Use the questions to guide the discussion and ensure questions asked relate to the applicant's suitability to work with children and/or young people'.

Qualification and registration checks

Individuals may make fraudulent claims about their educational or vocational qualifications, or their professional registration, to obtain positions that involve contact with children.

It is important to see sight of a VIT registration or Working With Children Check in the early stages of employment.

Step 5: Senior Management – Decision Process

The appropriate senior member of staff will provide a written decision with respect to employing, or not employing, the applicant. The decision to employ, or not employ, an applicant because of a criminal history check result, along with the rationale for that decision, must be communicated to the applicant.

Whenever possible no applicant is to be offered a position until after completion of their 'working with children' check or 'national criminal history record' check. When this is not possible, we appoint the person contingent upon them receiving a satisfactory check. The person is to be subject to additional supervision until the check procedures are completed.

If a variation is required in relation to proof of identity requirements, such as an applicant being unable to provide specific documentation, we advise senior management and seek approval for a variation.

On the decision to employ a candidate a New Employment Notification Form must be completed and sent to HR/Payroll.

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Step 6: Identity/Background Documentation

Candidates are required to provide the following information prior to their start date:

- a valid driving license or passport
- a valid Working With Children Check (WWCC)
- teacher training qualifications – if appropriate
- any additional qualifications e.g. first aid, life-saving/bronze medallion, anaphylaxis training

WWCC

Our Organisation operates in a jurisdiction with a legislated screening scheme in the form of 'working with children' checks. Accordingly, our recruitment procedures require that such checks be obtained for all applicants who are to be offered / have accepted an 'involved' position with our Organisation.

Further information regarding the operation of 'working with children' checks can be obtained from:

Victoria

Working with Children Unit, Department of Justice Telephone: 1300 652 879

Web: www.justice.vic.gov.au/workingwithchildren

The person responsible for recruiting an 'involved' person must sight the applicable 'working with children' check documentation and record relevant details using our Organisation's 'working with children check record'. If an applicant does not possess a 'working with children check, the applicant must complete an application form prior to our confirming their employment with our Organisation.

Our Organisation will not employ a person who is deemed a prohibited person based on 'working with children' check legislation in our jurisdiction.

International checks

Any applicant who has resided in an overseas country for 12 months or more in the last ten years should contact the relevant overseas police force to obtain a criminal or police record check. Victoria Police and CrimTrac accredited agencies do not conduct international police checks.

Some countries will not release information regarding an individual for personal or third party purposes. Where police records checks cannot be made, referee checks must be conducted with at least two individuals who personally knew the individual while they were residing in the other country. The applicant must be informed that referees will be asked whether they have knowledge or information concerning the applicant, which would adversely affect the applicant from performing the job, including any relevant criminal offences. The credentials of persons acting as referees must be verified and can include previous employers, government officials and family members.

Overseas applicants should not commence employment until this process is satisfactorily completed and this decision should be signed off by the relevant senior manager.

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Guidelines for volunteers, short-term appointees and minors

It is **imperative** that all casual staff receive copies of the Practice and Behaviour Guidelines and the Child Abuse Reporting and Allegations Policy in addition to the Employee Card. Without these documents their signed declaration on the Employee Card will be null and void. Where one or more of these groups makes a regular contribution to our Organisation's delivery of services to children and young people, it is a requirement to outline the recruitment and screening procedures to protect those children and young people from abuse or neglect.

Short-term appointments

Where our Organisation makes use of the services of personnel for short periods we comply with the requirements under the legislation that applies in our jurisdiction(s) with respect to 'working with children' checks. If personnel who work with us for a short period are exempt from 'working with children' check, it is imperative that those working with our Organisation for short terms are supported, closely supervised and monitored while they assist with delivering our service – in line with our commitment and procedures to safeguard children and young people at all times.

Minors

Where minors are exempt from WWC checks we require those minors to be subject to a more comprehensive screening and reference check process. These minors should also receive a greater level of on-the-job supervision.

All minors will be provided with safeguarding children training and induction and will be appropriately supported and supervised while in contact with children

Parents who volunteer assistance with children and young people in our care

Sensitivity is required in relation to asking parents of the children or young people to whom we deliver services to undergo 'working with children' checks before they are accepted as volunteers.

We emphasise to these parents the importance our Organisation places on protecting the children and young people to whom we deliver services, informing them that, while rare, there have been instances of parents using their volunteer status within Organisations such as ours as a path to abusing children. At the same time we also state that we appreciate that the vast majority of parent volunteers find the idea of abusing or neglecting a child abhorrent and that parents make a considerable contribution to delivering our services and thereby to the wellbeing of the children and young people to whom we provide services.

We inform prospective parent volunteers that, in the light of the above, our Organisation's approach is to take every precaution to protect the children and young people in our care. Accordingly, we have adopted the ACF policy for parent volunteers, which requires our Organisation to comply with any 'working with children' check legislation that specifically exempts 'parent volunteers' from undergoing such checks.