

CS9

CHILD SAFETY - STAFF SELECTION CHECKLIST

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

Name of Applicant:	Job category or position:	Date:
Has the applicant been provided with/informed about:		
1. Child Safety?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2. Essential or relevant qualifications, experience and attributes in relation to Child Safety?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3. The school's Child Safety processes including the school's Child Safety Code of Conduct?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4. Their role in ensuring a Child Safe environment?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5. That the selection process will involve a rigorous background check including a current Working With Children Check (WWCC) and/or VIT Registration?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
6. The school's commitment to the safety, participation and empowerment of all children including those with a disability, Aboriginal children and those from culturally or linguistically different backgrounds?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

CONSIDERATION WHEN RECRUITING NEW STAFF AND VOLUNTEERS:

- Motivation to work with children (personal or professional)
- Relevant and verifiable child-related work experience
- Understanding of professional boundaries
- Communication skills

NOTE:

All new positions from August 1st must include the standard 'Child Safe Environments' clause as provided in the 'Recruitment in Schools Guide. All applicants for jobs that involve **child connected work** for the school must be informed about the school's child safety practices including the Child Safety Code of Conduct.

Further advice on practices to ensure that principals are satisfied that an external applicant meets the standards prior to the applicant's employment are forthcoming.

Further advice on induction requirements and Performance and Development requirements will be developed in 2016 to ensure schools fully meet Standard 5.

Phase 2: Screening/Background Check – Verifying the Applicant’s Identity, Suitability and Qualifications:

Name of Applicant:	Job Category or position:	Date: Male <input type="checkbox"/> Female <input type="checkbox"/>
1. Have at least two forms of personal identification been checked? (e.g. driver’s licence, passport) YES <input type="checkbox"/> NO <input type="checkbox"/> Notes:		
2. Does the applicant have original academic transcript/s or qualifications to confirm their claims about their qualifications or registrations? YES <input type="checkbox"/> NO <input type="checkbox"/> Notes:		
3. Has Victorian Institute of Teaching (VIT) Registration Been verified (if applicable)? YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> Notes:		
4. Has the applicant’s current Working With Children Check been sighted and a copy retained? YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> Notes: Note: VIT registered teacher does not need Working With Children Check		
5. Are there any unexplained gaps in the applicant’s employment history? (e.g. travel/study leave/family leave) YES <input type="checkbox"/> NO <input type="checkbox"/> If YES are there satisfactory explanations? YES <input type="checkbox"/> NO <input type="checkbox"/> Notes:		
6. Have other background checks been conducted? e.g.: Google? YES <input type="checkbox"/> NO <input type="checkbox"/> Facebook? YES <input type="checkbox"/> NO <input type="checkbox"/> LinkedIn? YES <input type="checkbox"/> NO <input type="checkbox"/> Other/s _____ YES <input type="checkbox"/> NO <input type="checkbox"/> Notes:		

7. Has the applicant nominated at least two referees including:

- The current or most recent employer, and

YES NO

- Direct supervisor/line manager

YES NO

Other Referees:

Notes:

8. Is there any personal relationship between the applicant and his/her Previous supervisor/manager?

YES NO

Note: This may affect the objectivity of the reference

Notes:

9. Has it been checked with the referee that the work history and previous employment details the applicant has provided are correct?

YES NO

Notes:

10. Has the referee/s directly supervised the applicant and observed their work with children?

YES NO

Notes:

11. Would the referee/s employ the person again?

YES NO

Notes:

12. Did a referee/s have any concerns about the applicant's working directly with children?

YES NO

<p>13. Did a referee/ have any concerns about the applicant's adherence to the organisation's Code of Conduct?</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>Notes:</p>	
<p>14. Have the referee/s been asked about a time when they observed the applicant managing the behaviour of a child?</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>Notes:</p>	
<p>15. If the reference is in writing have you contacted the referee to confirm authenticity?</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>Notes:</p>	
<p>16. Does the applicant have experience working with children outside their employment?</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>(e.g volunteering, private tutoring, coaching, non-commercial child minding)</p>	
<p>Notes:</p>	

NOTE:

If the school has already made reasonable efforts to gather, verify and record the information about a particular individual within the previous 12 months the school need not comply with the requirements related to:

- Working With Children Check status or similar
- Proof of personal identity
- Professional and other qualifications
- Personal history of work involving children
- References that address the person's suitability for the job and working with children