

# Safeguarding Recruitment Instructions



## National Principle 5 – Managing staff (paid and unpaid)

People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.

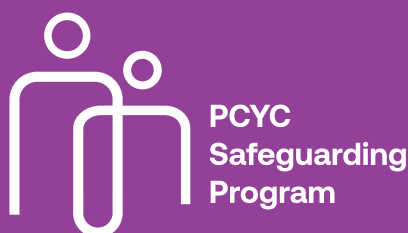
PCYC will take all necessary steps to identify the most suitable people to work with children and young people and will discourage unsuitable people from applying or being appointed through our robust recruiting processes. 'Studies have demonstrated that one of the most effective safeguards within organisations or professional settings is to provide frequent, open and supportive supervision of staff.'

### Key action areas

- 5.1 Recruitment, including advertising, referee checks and staff and volunteer pre-employment screening emphasise child safety and wellbeing.
- 5.2 PCYC staff working with children and young people hold a current working with children card.
- 5.3 All PCYC staff receive an appropriate induction and are aware of their responsibilities to children and young people, including record keeping, information sharing and reporting obligations.
- 5.4 Ongoing supervision and people management is focused on child safety and wellbeing.

### Indicators that Principle 5 is upheld

- » PCYC emphasises its commitment to child safety and wellbeing when advertising, recruiting, and screening staff.
- » Duty statements, selection criteria and referee checks demonstrate children and young people are valued and respected, commitment to child safety and wellbeing, understanding of children's developmental needs and culturally safe practices.
- » All PCYC staff have completed background check requirements.
- » All PCYC staff understand the PCYC Safeguarding Operational Framework and Safeguarding Policy and comply with their record keeping, information sharing and reporting responsibilities.
- » Ongoing staff support, supervision and performance management processes involve child safety elements.
- » PCYC has in place and maintains suitable record keeping systems and protocols for staff.
- » The PCYC has a range of tools and processes to monitor and mitigate risk.



## Safeguarding Recruiting Independancies

- » Principle 5 – Recruiting
- » Principle 1 – Leadership & Governance
- » Principle 7 – Education and Training
- » Principle 9 – Continuous Improvement and Review

## Safeguarding Recruitment Key steps

- » Advertising
- » Promotion
- » Position Descriptions
- » Screening
- » Interview questions
- » Selection Criteria
- » Referee Checks
- » Applicant Checks
- » Intuition

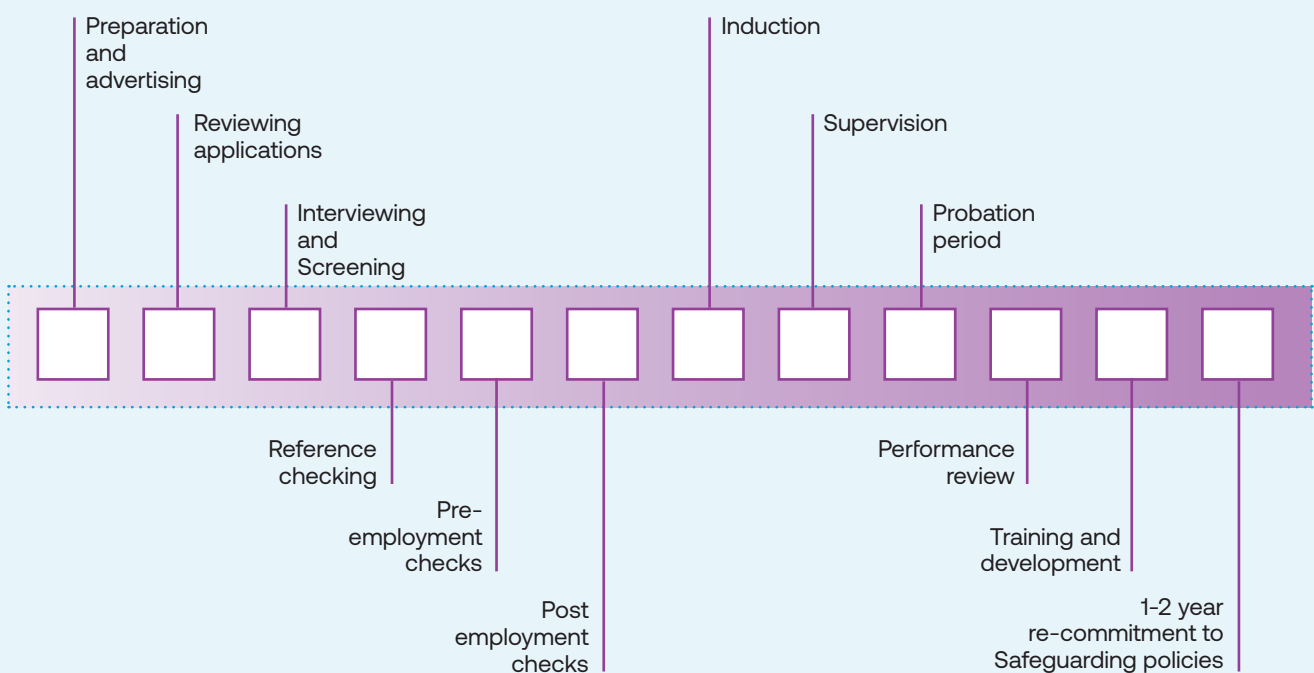
## Job description

- » Outline the specific skills and knowledge required and the supervision and the accountability processes that are in place in PCYC.
- » Develop appropriate Safeguarding selection criteria.
- » Clearly state the experiences, qualifications, qualities and attributes expected from the successful applicant, including an understanding of culturally safe and child safe work practices.

## Advertising

- » Include the PCYC commitment statement to child safety.
- » Reference the PCYC Safeguarding Operational Framework Handbook and Code of Behaviour.
- » Inform applicants of the requirements for criminal record checking and WWCC checking and provide link to WWC Screening Unit.

## Safeguarding Employee Lifecycle



## Ongoing Supervision and People Management

- » Ongoing education to staff on child abuse awareness, child abuse prevention and child safe practices.
- » Ongoing support and supervision for staff that explores values, attitudes, expectations, and work practices relating to child safety/safeguarding.
- » Opportunities to share workplace observations and problems, and to safely explore views about child safety/safeguarding issues with the Safeguarding Manager.

## Additional Recruitment Supports

- » Risk Management and monitoring procedures to enhance safeguarding.
- » Management and record keeping any concerns through supervision, performance management and probation processes in collaboration with the Safeguarding Manager.

Take steps to verify the identity of the applicant and that the employment history and qualifications are accurate

Ensure the recruitment process is accurately documented and includes all records of application, interview and referee checks

Ensure the applicant's Working With Children Check (or equivalent) is current and has been correctly linked with our organisation as their employer

Ensure appropriate national or international police/criminal history checks are conducted, and any disclosed information considered prior to appointment

## SAFEGUARDING RECRUITMENT MEASURES

### Safeguarding Interviews

- » Open ended questions should be utilised, and answers probed with curiosity.
- » Use behavioural interviewing: the best predictor of future behaviour is past behaviour.
- » Utilise situational interviewing: using child safe scenarios which can be useful in exploring candidates knowledge, skills and values.
- » Be attentive to answers that are vague or unrealistic.
- » Listen for answers that demonstrate minimal or no understanding of children's and young people's needs or expectations, and/or failure to recognise the needs particularly of vulnerable and at risk children and young people.

### Sample Safeguarding Interview Questions

1. What do you consider to be some of the key vulnerabilities for children and young people while participating in PCYC activities?
2. What are some of the factors that contribute to the risks children and young people face within PCYC activities?
3. What do you understand to be the key factors needed for a sustainable child safe PCYC?

### Sample Referee Questions

1. Do you have any concerns about the applicant's capability to work with children and young people?
2. Are you aware of any incidents, findings, allegations, or disciplinary action against the applicant in relation to allegations of inappropriate behaviour/misconduct with respect to children or young people?

# Safeguarding Referee Checks

## Red Flags



Personal details rather than professional details provided



Describes the relationship with the candidate differently to the relationship portrayed



Does not know the applicant well enough and cannot comment on recent performance



Information that differs from the applicant's account



Conflicting or vague information provided from the referee



Unwilling to answer certain questions



Referee discloses any concerns about the applicant's behaviour/conduct or required disciplinary measures



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Safeguarding  
Program

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