

## **Recruitment and selection Policy:**

### **Our Commitment to Ensuring Child Safe Human Resource Practices** (STANDARD 4)

- We are committed to using best practice standards in the recruitment, screening and employment of NEJWMC people (e.g. having background checks, current Working With Children Checks or current VIT cards and at least three references provided for those working with children).
- Any future employees will be expected to have documentation such as current Working with Children Checks or a current VIT card and references from three referees with whom they have worked recently.
- NEJWMC selection, screening and induction process for staff and volunteers has been developed to ensure that all staff members, volunteers (including Board Of Management) are adequately screened prior to appointment to ensure their suitability to work safely with children and young people.
- The selection, screening and induction process involves the following steps:
  - 1. Advertising positions
  - 2. Position descriptions
  - 3. Interviews
  - 4. Identity Check
  - 5. Qualifications check
  - 6. Working with Children Check (or VIT checks)
  - 7. Reference checks
  - 8. Upon appointment process

#### **Advertising positions**

- All job and volunteer position descriptions must clearly outline NEJWMC's commitment to child protection. This is to express the importance of child protection, and to deter would be perpetrators from targeting our NEJWMC.
- The following statements must be included in the advertisement:
  - NEJWMC is committed to the protection of all children and young people from harm.
  - NEJWMC has a zero tolerance policy towards child abuse.
  - NEJWMC has a strict child protection policy against which all applicants will be assessed.
  - NEJWMC requires that all applicants undergo stringent selection and screening processes before being allowed to work with children.

#### **Position descriptions**

- The following statements need to be included in all position descriptions:
  - Safeguarding children from harm is a key responsibility of this role. It is your responsibility that all positions, whether they be volunteer roles, contract roles, or full-time positions must have a

position description outlining the key responsibilities and duties. The inclusion of a position description protects children as well as the integrity of the adult. Position descriptions ensure that employees and volunteers have a clear understanding of:

- Their responsibility to protect children and young people
  - The parameters and boundaries and responsibilities associated with their role.
  - to provide children with an environment that is safe from physical harm, sexual abuse, emotional abuse and neglect.
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- It is your responsibility to report any incidents of abuse or neglect immediately to the Police, Child Protection, and the Child Protection Officer can be contacted on mobile 0409198468 or send an email to [jesommers@bigpond.com](mailto:jesommers@bigpond.com)

If the CPO is unavailable ring Rabbi Sabbach on mobile 0413558292 or email to [rabbisabbach@gmail.com](mailto:rabbisabbach@gmail.com) or ring Milton Shenker the President of NEJWMC and Head Of Entity for the Reportable Conduct Scheme who can be contacted on mobile 0403137119 or email to [office@nejc.com.au](mailto:office@nejc.com.au) Ansvar Insurance will be notified by the Child Protection Officer or the President of NEJWMC.

#### (STANDARD 5)

- If the child is in immediate danger, you **must** contact the Police on 000.

#### **TELEPHONE NUMBERS OF THE AUTHORITIES:**

- Emergency Police 000
- Box Hill SOCIT police, **(03) 8892 3292** (or Doncaster Police, 8841 3999).
- Child Protection: 1300360391 (or to find your LGA phone number if you don't live in the Eastern Division click on the following link: <https://services.dhhs.vic.gov.au/child-protection-contacts> ).
- Commission For Children and Young People, (03) 86015281 or 1300782978.
- It is a condition of your tenure at the Centre that you maintain a current Working with Children Check or a current VIT check. If any criminal charges or convictions arise it is mandatory you also report abuse to the Child Protection Officer, the Rabbi and the President of the NEJWMC.
- Child Protection Officer, Eva Sommers 0409198468
- Rabbi Sabbach, 9857 9000
- Milton Shenker, President of NEJWMC and Head Of Entity for the Reportable Conduct Scheme (mobile 0403137119 or email to [office@nejc.com.au](mailto:office@nejc.com.au) )

#### **Interviews**

All applicants are required to undergo an interview. The interview panel must be comprised of at least two people. At least one person on the panel must have a comprehensive understanding of child protection and have completed child protection training, such as the CPO.

In addition to the questions asked regarding an applicant's suitability for the role, (voluntary or paid,) questions regarding the applicant's suitability to work with children must be asked.

**See appendix 1.**

The key areas that require exploring and discussion are:

The applicant's beliefs and values in relation to the treatment of children and young people.

The applicant's reasons for wanting to work with children and young people.

The applicant's understanding of child protection measures and issues.

The qualifications and skills that give the applicant the skills to work sensitively with children and young people.

If applicable, any reasons for leaving any previous positions that involve work with children and young people.

Any unexplained gaps in a person's resume should be explored.

**Identity Check**

Before appointment documents including photos identification, either a passport and driver's licence as well as two other forms of identity documents (e.g. Medicare card, bank card and or bills) must be presented and marked in the personnel file as "checked" or "viewed" to ensure that the person's identity is authenticated. Include the date and by whom it was checked.

**Qualifications Check**

If qualifications and training are applicable for the position an original transcript or certification of the person's qualification must be viewed and marked in the personnel file as "checked" or "viewed", the date and by whom.

**Working with Children Check and Victorian Institute of Teaching Registration**

Legislation in Victoria requires that all people engaged in work with children in a paid or voluntary capacity undergo a Working with Children Check (WWCC).

The recruitment panel must sight a valid current Working with Children Check before an applicant is engaged to work at NEJWMC. If the person is engaged in a position that will not have direct contact, and unsupervised access to children then they can choose whether to undergo a Police check or a Working with Children Check process.

The Centre is required to check validity of volunteers' and staff members' WWCC on an annual basis.

If staff members are recruited from overseas they must be requested to supply a valid current criminal history check from their country of origin or from the country in which they have spent the last 5 years

before appointment. A Victorian Working with Children Check does not check overseas records. (Although other states and territories have Working with Children Checks, it is not transferable. A Victorian WWWC must be obtained if the applicant is recruited from interstate).

If a criminal history is revealed, the recruitment panel must make a decision regarding whether to employ or engage that person at the Centre using the principles of the “reasonable person” test.

The only exemption to the requirement to possess a Working with Children Check is those people who are currently registered as teachers with the Victorian Institute of Teaching (VIT). The VIT conducts ongoing police checks on teachers and it is a condition of registration to have a clear criminal record. NEJWMC must view current VIT registration before an exemption to the Working with Children Check requirement is made. There are serious legal penalties for organisations that fail to comply with the Victorian Working with Children Check Legislation.

To keep up to date with changes and information regarding the Victorian Working with Children Check legislation see: <https://www.workingwithchildren.vic.gov.au/>

### **Reference Checks**

Before appointment to a position all applicants are required to submit the name, contact details of at least 3 referees. The referees must include at least one person who has supervised them in a previous role as well as a person of high standing in the community who can vouch for them on a personal level, for example a former teacher, Rabbi or colleague. The applicant must not be related to the referees.

Written references may be submitted but they are not sufficient. Verbal direct communication with the referee must occur to authenticate any written reference. It is preferable (to avoid deception) that the communication with the former (or current) supervisor occur at the person’s place of work through the switchboard of the organisation rather than via mobile phone.

Reference checks should be carried out by someone who has child protection training. The question schedule for the references should include some of the questions from the attached referee questions.

**See appendix 2.**

### **Upon appointment**

All staff and volunteers must be inducted into the organisation with a discussion with the Child Protection Officer and President regarding the central importance NEJWMC places on its communal responsibility to protect children from harm.

All new staff and volunteers must be provided with the Child Protection Policy and two copies of the Code of Conduct. A signed copy of the Code of Conduct must be returned within 5 days to the Centre to be kept on record.

The Child Protection Policy must be made available to all parents who send their children to the Centre for any activities or learning programs.

**PROCESS FOR APPLYING FOR A WORKING WITH CHILDREN CHECK** (STANDARDS 2&4&6)

**Please refer to the Working with Children Check online form at:**

**<https://www.workingwithchildren.vic.gov.au/individuals/applicants/how-to-apply>**

**TRAINING** (STANDARD 4) :

- Training is a key component in shaping child safety attitudes and behaviours. Even the most comprehensive policy cannot protect children without accompanying training.
- Training will involve attending Professional Development provided by the Commission for Children and Young people, or from private companies who deal with child protection, reading information about child protection on the Internet, receiving training from a person who has attended training already and reading brochures and booklets on child protection and discussing child protection with others at NEJWMC. These are all forms of training. The people in the leadership (the Board) and employees are required to do training provided by the Commission for Children and Young people, or from private companies who deal with child protection early in the year every year or have the Policy and code of conduct explained to them by the NEJWMC Child Protection Officer or a person professionally trained in Child protection. New employees are required to do training at the Commission for Children and Young people, or have the Policy and code of conduct explained to them by the NEJWMC Child Protection Officer who deal with child protection or the Rabbi or the President before they have signed that they will adhere to the NEJWMC Child Protection Policy and the NEJWMC Code Of Conduct and when they begin their employment at the Synagogue.
- Staff and volunteers, the members of the North Eastern Jewish War Memorial Centre should be well versed in terms of the Child Protection Policy, educated about abuse, taught to recognize indicators and grooming behaviour and required to report all suspicions and knowledge of abuse.

**Leadership:**

The leadership must ensure that our statement of commitment to Child Safety is published in all job advertisements for employees and our statement of commitment to Child Safety needs to be stated in the introduction to the Volunteer Manual. Posters of our statement of commitment to Child Safety are displayed on noticeboards.

## **APPENDIX LIST:**

### **Appendix 1**

#### **Interview Questions**

What do you find most rewarding about working with children and young people?

Can you give an example of a situation where you felt very positive about your work with children and young people?

What do you find most challenging about working with children and young people?

Can you give an example of a challenging situation with a child or young person that you feel you have handled well?

Provide another example of a challenging behaviour you have encountered in your work with children and young people and what you have learnt from it? What was the outcome?

Are there any children or young people you particularly don't like to work with and why?

Are there any children or young people you particularly do like to work with and why?

Have you ever lost your temper when working with children or young people? What happened? What was the trigger? What was the outcome?

How would you deal with a child who was having a tantrum? Yelling at you? Attacking another young person physically? Acting aggressively towards another player? Acting aggressively towards you? Losing their temper often?

How would you handle a child who appears sad, and refuses to participate in activities?

What would you do if you thought a young person was being abused at home?

What would you do if you thought another adult's behaviour in relation to children was inappropriate, or outside the boundaries of their role?

How do you think your peers/ supervisors/ referees would describe your previous work with children and young people?

Have you ever had any disciplinary action taken against you in relation to working with children and young people?

Note: These questions are designed as a guide and are not prescriptive. Select a few you wish to ask in addition to other questions of relevance relating to the role.

## **Appendix 2**

### **Reference Checks**

#### **Information about the nature of the relationship between the applicant and the referee, and verification of facts about the applicant's previous role.**

How long have you known the applicant?

What was your relationship to the applicant during the time you worked together?

Is your relationship of a personal or professional nature?

What was the nature of the work that the applicant undertook in your organisational context?

#### **Verification of information in resume, and information provided at interview point.**

What was the applicant's position title in your organisation?

Dates they were employed in the organisation?

Main duties and responsibilities?

Assessment of their performance in that role?

Weaknesses and strengths you observed?

Willingness to seek advice, or consult with manager or someone above them on the hierarchy, and seek assistance in challenging situations?

Team player?

#### **Sample questions relating to applicants suitability to work with children and young people.**

What experience does the applicant have in working with children and young people? E.g. length of time they worked with children, age range of children, skills and abilities of children?

Do you have any concerns about the applicant working with children in.....describe the context of the role they have applied for.

Are you comfortable in knowing that at times the applicant may be working alone (as the sole adult) with children?

How would you describe the applicant's strengths and weaknesses in relation to working with children and young people?

Are there any age groups he/she may not be suited to work with? If yes, why?

Does the applicant use appropriate language when communicating with children?

Have you observed the applicant disciplining a child for misbehaviour? If yes, please describe the scenario and the appropriateness of the discipline in this context.

Can you tell me about a situation when the applicant had to handle a child who was angry and lashing out physically? Was distressed and required comforting? Was uncooperative and refused to participate?

How did the applicant relate to the children's/young people's parents in the context of their work?

Does the applicant become angry easily?

How does the applicant deal with pressure?

How does the applicant deal with a child/young person/staff member or parent who is demanding? Can you give an example? Do you know of any instances when the application has demonstrated any inappropriate physical contact with children?

Do you know of any instances where the applicant acted outside the boundaries of their defined role?

Have there been any findings against the applicant in relation to allegations of inappropriate behaviour towards children or young people?

Why did the applicant leave your organisation?

Would you be willing to re-employ the applicant in your organisation or another organisation?

Is there anything I haven't asked which you think might be important for me to know before employing this applicant to work in a role that has contact with and responsibility for children?

Note: These questions are designed as a guide and are not prescriptive. Select a few you wish to ask in addition to other questions of relevance relating to the role.



