

Recruitment and Screening Requirements Chabad Youth

Reference	Date approved	Date Last amended	Date of next review	Status
	29/11/12	1 st Feb 2017	1 st Feb 2018	Endorsed by: Dina Kahn Approved by: Moshe Kahn

1. Purpose

These recruitment and screening requirements have been developed to provide a fair, consistent and comprehensive recruitment process across our organisation. Our organisation takes child protection seriously, and ensures that the organisation recruits personnel who are suitably qualified and committed to providing professional, safe and enjoyable programs and services to children and young people.

2. Related Policies

Safeguarding Children and Young People Policy

Child Safe policy

Child Protection policy

3. Related Legislation

Our recruitment policies and procedures comply with equal opportunity, antidiscrimination, employment, privacy and other relevant legislation.

Working with Children Clearance Act (2015)

4. Scope

These requirements apply to all existing, new and prospective employees, volunteers, students, board members, contractors and consultants.

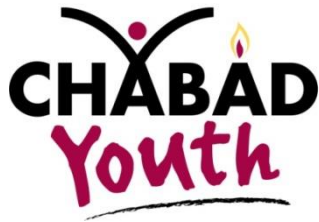
5. Definitions

'Working with Children Check' is a requirement for people who work or volunteer in child-related work. It involves a national criminal history check and a review of findings of workplace misconduct. The result of a Working With Children Check is either a clearance to work with children or a bar against working with children. Cleared applicants are subject to ongoing monitoring and relevant new records may lead to the clearance being revoked.

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6. Responsibilities

Chabad Youth are responsible for undertaking recruitment and ensuring that our organisation's recruitment and screening procedures are followed.

Position	Responsibility
Executive Officer / Manager	<ul style="list-style-type: none"> Implement policy and procedures across the organisation Ensure personnel have access to and understand this policy and related procedures Ensure all managers/supervisors have access to support and advice to understand and implement policy and procedures
Workforce / HR / Quality	<ul style="list-style-type: none"> Review and update this document and supporting resources in consultation with relevant stakeholders Support the coordination of the SCYP framework and implementation Provide training and advice in the application of policy and procedures
Managers / Supervisors	<ul style="list-style-type: none"> Ensure policy and procedure is followed and implemented
Employees / Volunteers	<ul style="list-style-type: none"> Compliance with policy and procedure.

7. Key Requirements

Advertising

All available positions will be advertised and all advertisements contain the following statement, or where space is at a premium, an abbreviated form of the statement:

Our organisation is committed to protecting children and young people from harm. We require all applicants to undergo an extensive screening process prior to appointment.

Commitment

Our organisation's statement of commitment to safeguarding the children and young people is supplied to all applicants at the same time as the position description and application documentation, prior to interview.

Face-to-face interview

All applicants with direct contact with children and young people are required to 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 questions'. We document an applicant's responses and, if they are the successful applicant, we add that documentation to their personnel file.

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.

'Working with children' checks

The person responsible for recruiting an 'involved' person must sight the applicable 'working with children' check (WWCC) 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.

It is a serious breach of this policy if an individual, who has convictions that would make him/her ineligible to be granted a Working with Children Check (or equivalent) clearance, gains employment or is allowed to volunteer with children or young people who access our services, programs, events or facilities. It is also a serious breach if an individual continues in his/her employment, coaching or volunteer role with us if he/she has been charged or convicted of a crime that would make him/her ineligible to be granted a Working with Children Check (or equivalent) clearance. All personnel within our organisation are advised that they must report before their recruitment and during their employment, any criminal conviction or charge that indicates that they present a potential risk to the children or young people to whom they help deliver service.

Criminal History Record Checks

National Criminal History Record Checks

Where a Working with Children Check is not applicable we require our preferred candidates to undergo a 'national criminal history record check' (also known as a 'police check'). We require applicants to complete an application form and provide consent for the check to be undertaken on behalf of our organisation. We obtain application forms from police in our state or territory, or download forms from their website.

It is our policy to advise applicants that, unless their criminal history suggests that they may pose a risk to children and young people, a criminal history does not automatically preclude them from obtaining work within our organisation. If information on their criminal history is relevant to our employment decision, we provide the applicant with an opportunity to respond to the contents of their criminal history check (if they wish to do so).

In such cases, the person within our organisation who is responsible for recruiting for the





position is to document the matter and refer it to Chabad youth Director for assessment of the applicant's suitability in accordance with the requirements of the role for which they have applied.

Chabad Youth Director 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.

No copy of the police check must be retained, and the original must be destroyed – in a secure manner – on completion of the selection process. However, we record the date and certificate number of the police check in the applicant's personnel file on a 'National criminal history record check' form.

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.

International Criminal History Record 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. 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 funded organisation manager.

Monitoring compliance with WWCC & Criminal History Checks

We maintain procedures to ensure that all our 'involved' personnel undergo a periodic 'working with children' check or a 'national criminal history record' check to confirm that they do not have criminal charges and/or convictions that would pose a particular risk if they work with children or young people.

Identity check

If 'proof of identity' documents aren't sighted as part of the WWCC or Criminal History Check process, the identity of each short listed applicant for any 'involved' position is confirmed by sighting original 'proof of identity' documents presented by the applicant. Once the documents are sighted, we record the details on a 'proof of identity' form. On completion of the recruitment process, we add the successful applicant's 'proof of identity' form to their personnel file.

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

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approval for a variation.

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 considered 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 directly contacting 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.

We use a 'referee discussion' form to record details of our discussions with referees in relation to the suitability of an applicant to work with children. We use 'Referee questions' to guide our discussion with a referee. A completed 'Reference check' form is to be filed in a successful applicant's personnel file prior to the applicant starting work with our organisation.

Qualification and registration checks

We check the educational or vocational qualifications, or professional registration for all shortlisted applicants.

Guidelines for parent-volunteers, short-term appointees and minors

Parent-volunteers

We emphasise to these parents the importance our organisation places on protecting the children and young people to whom we deliver 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. Where our jurisdiction allows, we require parents to undergo a 'working with children' check or where this is not applicable a 'criminal history record' check. However we comply with any 'working with children' check legislation that specifically exempts 'parent volunteers' from

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undergoing such checks.

Short-term appointments including contractors and consultants

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 legislation we have set a maximum period for such people to work with our organisation before they are required to undertake a 'national criminal history record' check. Given that some checks in our jurisdiction take several weeks, any appointment longer than 2 weeks, is the maximum period before the position is considered an ongoing arrangement, for which our organisation's policy and procedures regarding police checks and all other recruitment matters are followed.

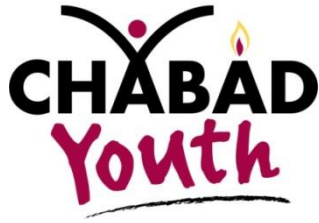
Where such checks are not undertaken, it is imperative that those working with our organisation for short terms are supported, closely supervised and monitored while they assist with delivering our service – in line with our commitment and procedures to safeguard children and young people at all times.

Recruitment, screening and induction requirements for short term appointees are dependent on their level of interaction with children and young people both in terms of the level of unsupervised contact they may have and the duration of contact. The following table is a guide to screening and induction requirements for short term appointees.

	Type and duration of contact with children and young people	Type of role	Screening Requirements*	Induction and Training
Minimal	No programming or service contact Up to one day duration on a non-regular basis	Maintenance Contractor eg tradesman	Undertake risk assessment	Brief on behavioural expectations
Low	No programming or service contact Up to one day duration on a regular basis	Maintenance Contractor eg cleaner	Undertake risk assessment WWCC and/or Criminal History Check Reference Check	Sign commitment to behavioural expectations
Low	Supervised programming or service contact Up to one day duration on a non-regular basis	Event Contractor eg clown, face painting	Undertake risk assessment WWCC and/or Criminal History Check Reference Check	Event Induction including behavioural expectations prior to event
Medium	Supervised programming or service contact Up to one day duration on a regular basis	Program Delivery Contractor eg specialist presenter / coach / teacher	Undertake risk assessment WWCC and/or Criminal History Check Reference Check	Sign commitment to behavioural expectations SCYP Training
High	Unsupervised programming or service contact On a regular or non-regular basis	Program Delivery Contractor eg specialist presenter/coach/ teacher	Undertake risk assessment WWCC and /or Criminal History Check Interview Reference check	Brief on SCYP Policy Sign commitment to behavioural expectations SCYP Training

* Always refer to appropriate legislation regarding WWCC Requirements





Minors

We have adopted a policy applying to minors who work with children and young people in our care, which:

- requires our organisation to comply with any 'working with children' check legislation that applies across the jurisdiction(s) in which we operate and undertake such checks for all minors working with children and young people in our care.

Use of External Recruitment Agencies

When we use external recruitment agencies we ensure that they undertake recruitment processes that meet these recruitment and screening requirements and that they provide records to us that demonstrate their compliance with these requirements.

Records and documentation

We maintain records of our recruitment and screening processes including records of:

- Recruitment applications
- WWCC and Criminal History checks
- Interviews
- Reference checks.

8. Communication

We communicate our Recruitment and Screening requirements to personnel responsible for recruitment and screening. We involve our personnel in reviews of our Recruitment and Screening requirements. We communicate any significant alterations to our Recruitment and Screening requirements and resources to all personnel who assist in recruiting 'involved' personnel.

9. Monitoring and Review

This document will be reviewed every 3 years, in consultation with stakeholders. Some circumstances may trigger an early review, this includes but not limited to legislative changes, organisational changes, incident outcomes and other matters deemed appropriate by the Board and/or Chief Executive Officer. We retain 'evidence' to document each review undertaken. Such evidence may include minutes of meetings and documentation of changes to policies and procedures that result from a review.

External audit and verification based on a sample, conducted by the Australian Childhood Foundation shall occur at 3 yearly intervals.

10. Supporting Resources

Recruitment Advertising Statements
Recruitment File Checklist
Volunteer File Checklist
Reference Check Template
Reference Check Questions
Recruitment interview template
Recruitment interview questions
Working with Children Check and National Criminal History Record Checks registration form





Table of Recruitment & Induction for short term appointees
Proof of identify form
<i>Please amend this table to reflect relevant documents for your organisation</i>





Attachment 1 Recruitment Advertising Statements

Chabad Youth is committed to protecting children and young people from harm. We require all applicants who are to work with children and young people to undergo an extensive screening process prior to appointment, a process that includes, but is not limited to, comprehensive reference checks, an identity check, a 'working with children' check and/or a 'national criminal history record' check.

Employment in this position is subject to a satisfactory criminal history record check.

The successful applicant is required to possess a valid 'working with children' check.

It is an offence in this state for a person convicted of a serious sex offence to apply for this position. Relevant screening will be conducted.

Our organisation is committed to protecting children and young people.

Our organisation has extensive protocols and procedures to protect children and young people in its care.

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