

## Recruitment and Screening Requirements

### Chabad Youth

Date approved	Date Last amended	Date of next review	Status	Date approved
12/11/19	12 March 2020	12 March 2021	Endorsed by:Dina Kahn Approved by:Moshe Kahn	12 Nov 2019

### 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

Eg Safeguarding Children and Young People 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.

## 6. Responsibilities

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



## 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.

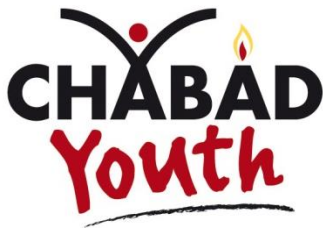
### Face-to-face interview

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 the Civil Board for assessment** of the applicant's suitability in accordance with the requirements of the role for which they have applied.

Our Civil Board 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 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 volunteers working for Chabad Youth**

Volunteers that have previously been involved in Chabad youth's programs and are known by the directors, will not be required to have a face to face interview. They will be required to give in a reference form filled in by One reference about them in relation to working with children, and will be required to complete interview questions relating to working with children.

### **Guidelines for parent-volunteers, short-term and external providers/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 organisations 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 undergoing such checks.

#### **Short-term and external providers/appointments including contractors and consultants**

Where our organisation makes use of the services of personnel for short periods of time or through external providers/appointees, we comply with the requirements under the legislation that applies in our jurisdiction(s) with respect to 'working with children' checks.

Where such checks are not undertaken, it is imperative that those working with our organisation 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 parent-volunteers, short-term and external providers/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 matrix is a guide to recruitment, screening and induction requirements for such positions.

**Definitions**

<b>Unsupervised</b>	Where the adult’s contact with children and young people is not directly supervised by another adult and hence they have responsibility for care of children and young people. This includes roles having responsibility for management of direct service contact personnel and management of personal records of children and young people.
<b>Supervised</b>	Where the adult’s contact with children and young people is directly supervised by another adult and hence do not have primary responsibility for children and young people.
<b>Direct service contact</b>	Providing activities or services to children and young people as a core part of the role.
<b>Secondary contact</b>	Performing ancillary or administrative functions in organisations that provide services for children and young people and where children and young people are present.
<b>No direct service or secondary contact</b>	Work is conducted in areas where children and young people are not usually present; contact with children and young people is incidental to the role and those children and young people with whom they have incidental contact are supervised by other adults.
<b>Short term</b>	One-off, temporary, less than 2 weeks
<b>Ongoing</b>	Long term, full-time or part-time



<p>Briefing on SCYP</p>	<p>An explanation (as it relates to the particular role) of the organisation's commitment to safeguarding children, its expectations in relation to behaviour with children and young people and its child abuse reporting policy.</p>
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Frequency and duration of contact				
Degree of unsupervised direct service contact	Nature of contact	Short-term	Ongoing intermittent	Ongoing
	Unsupervised, direct service contact	Example: Emergency relief teacher, coach, educator, carer, mentor, counsellor, weekend camp leader, chaperone	Example: Specialist teacher, coach, educator in skills program run every term	Example: Teacher, coach, educator, carer, mentor, counsellor, manager of children's services, Board members
	Supervised, direct service or secondary contact	Example: Work experience, administration & reception, event support	Example: Maintenance contractor, administration & reception, parent volunteer	Example: Work experience, kitchen staff, administration & reception in children's service
	Supervised, no direct service or secondary contact	Example: fundraisers, marketing, auditor, building contractor in non-child related areas	Example: Maintenance contractor, finance, book keeper, administration in non-child related areas	Example: Personnel in non-child related areas, after hours cleaners

Risk Management Requirements	WWCC*	Interview with SCYP questions	Reference with SYCP questions	Briefing on SCYP	Signed Code of Conduct	SCYP Course
Minimal	N	N	N	Y	N	N
Low	Y	N	N	Y	Y	N
Medium	Y	Y	Y	Y	Y	N
High	Y	Y	Y	Y	Y	Y

\*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





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