

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

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"/>
<p>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"/></p> <p>Notes:</p>		
<p>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"/></p> <p>Notes:</p>		
<p>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"/></p> <p>Notes:</p>		
<p>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"/></p> <p>Notes:</p> <p>Note: VIT registered teacher does not need Working With Children Check</p>		
<p>5. Are there any unexplained gaps in the applicant’s employment history? YES <input type="checkbox"/> NO <input type="checkbox"/> (e.g. travel/study leave/family leave)</p> <p>If YES are there satisfactory explanations? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Notes:</p>		
<p>6. Have other background checks been conducted? e.g.:</p> <p>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"/></p> <p>Other/s _____ YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Notes:</p>		

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

13. Did a referee/ have any concerns about the applicant's adherence to the organisation's Code of Conduct?

YES NO

Notes:

14. Have the referee/s been asked about a time when they observed the applicant managing the behaviour of a child?

YES NO

Notes:

15. If the reference is in writing have you contacted the referee to confirm authenticity?

YES NO

Notes:

16. Does the applicant have experience working with children outside their employment?

YES NO

(e.g volunteering, private tutoring, coaching, non-commercial child minding)

Notes:

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

