



Safeguarding Screening and Recruitment Guideline

This guideline supports our Safeguarding Policy: Appendix G – Recruitment, Induction, Screening and Training. It may be used for employment or volunteer roles.

Advertising

The following is to be included in advertisements for any child-related role, or role relating to close contact with adults at risk (vulnerable adults):

The Catholic Diocese of Armidale is committed to the safety and wellbeing of children and adults at risk and has zero-tolerance of any abuse of any person. Where relevant to their role, all personnel must have a valid Working with Children Clearance in accordance with legislation.

Recruitment processes and documents

- Selection criteria should include attitudes and application of safeguarding measures.
- The position is to be assessed for expected level of contact with children and adults at risk (vulnerable adults), and appropriate recruitment processes to be conducted accordingly.
- Applicants are directed to the Safeguarding website to review the Safeguarding Policy, Commitment Statement and Code of Conduct.
- For child related roles, proof of identity and qualifications are obtained and verified as required.

Interviews of applicant/interested volunteer (see Appendix A for interview record template)

Must take place for child-related roles and strongly recommended for roles involving adults at risk. This does not need to be a formal sit-down interview (though it may be), and may take place over the phone, but the interested applicant must be asked open-ended questions to gauge their motivation for wanting to work/volunteer in that position or start that ministry.

Sample questions are in Appendix A. This sample can be altered for employment positions.

Pre-employment/engagement checks (for child-related roles, optional for other roles)

- Referee checks (two, written or oral)
- Ask questions regarding suitability for the role, for example;
 - How long they have worked/volunteered together
 - Specifics of the previous role
 - Attitudes and behaviour
 - Any child related complaint made against the person?
 - Whether they would employ/work with/volunteer with the person again
- Obtain WWCC

- Verify WWCC on the Office of Children's Guardian website
- Obtain NCHC / criminal history declaration where relevant (if screening matrix requires, see template on website)

Induction (Appendix B for checklist)

- An induction will take place after appointment to a position
- An induction form is provided in Appendix B

Probation period / supervision

- Have a supervised probationary period (eg sit in on first children's liturgy, send existing volunteer with them for a while)

Sample Parish Volunteer Interview Record			
Role/Position		Date	
Applicant		Interview Time	
Interviewer			
Safeguarding Commitment	The Catholic Diocese of Armidale is committed to promoting the safeguarding of all children and adults at risk (vulnerable adults), and we have zero-tolerance for any kind of abuse. We have policies and procedures contributing to contribute to the culture of care and protection of all people. This includes interviewing any person who intends to work with children/vulnerable adults and conduct background checks with people with whom you may have worked previously or who know you well.		
Sample questions (write notes and attach)	• Why do you wish to volunteer for this ministry? • Tell us about your previous experience in working with children or adults at risk (vulnerable adults)? • What do you see as your responsibilities in this role? • What do you see as some challenges in this role? • Give us an example strategy you have used when engaging children. • Tell us your experience in seeking input from children. • What do you see as a safe environment for children? • How would you describe professional/responsible boundaries in this position? How would you ensure that is maintained? • What action would you take if a child disclosed to your that they were feeling unsafe? • How do you go about keeping parents and carer's informed and involved in working with children? • As you can understand, our parish has safeguarding requirements and needs to follow recruitment practices that will assist us in finding the right person to assist in ministry to children/adults at risk (vulnerable adults). We therefore need to ask you a few questions: ○ Have you ever been accused of inappropriate behaviour with a child or vulnerable adult? ○ Have you ever abused or harmed a child or vulnerable adult? ○ Have you ever been reprimanded or disciplined for a situation that involved a child or vulnerable adult? • Any questions for us?		
☐ Approved (provide induction, record in Personnel Register)		☐ Not Approved (Advise applicant, destroy this document within 6 months)	

Induction Checklist



Volunteer/employee			
Role / position			
Contact with children/adults at risk (vulnerable adults)	Children / Adults at risk (vulnerable adults) High / Medium / Low		
Person completing checklist		Date	

	Have I?	Tick
1.	Directed this person to the Safeguarding Policy and Commitment Statement?	
2.	[If child related role] Interviewed this person using some of the same questions?	
3.	[If child related role] Conducted referee checks using some of the sample questions?	
4.	[If child related role] Obtained and verified their Working with Children Check?	
5.	[If required] Obtained their National Criminal History Check or Declaration?	
6.	Obtained signed agreement to the Code of Conduct?	
7.	Discussed reporting obligations and where to report?	
8.	Discussed high risk areas in your context?	
9.	Completed safeguarding training? Please tick which:	
	A) Safe Ministry Workshop	
	B) Online module	
	C) Discussion of (and provision of Safe Ministry Workbook): a. Code of Conduct; b. Safeguarding risk management (risk assessment template for activities); c. Safeguarding Policy and procedures; d. Complaints Handling Policy and procedures (how to make/receive complaints); e. Reporting obligations; and f. e-safety training (no befriending on social media, only showing appropriate content, no photographing identifiable children without written parental permission).	
10.	[If child related role] Organised for a period of supervision in the beginning of this role?	