



Catholic Diocese of Darwin

Safeguarding Children and Young People: Recruitment and Screening Guidelines

Advertising

When advertising vacant positions in the Parish that includes contact and work with children and young people, including records, the following is to be included at the end of the advertisement:

The Catholic Diocese of Darwin is committed to the protection of children and has zero-tolerance of any abuse of children and young people. All employees must have a valid Working With Children Clearance in accordance with the law.

Recruitment processes and documents

- The Selection criteria include attitudes and application of safeguarding measures.
- Position description statements are written for key roles involving contact and work with children, either as paid employment or volunteer work.
- Crucial Diocesan policies are to be read as part of the application process:
 - Safeguarding Children and Vulnerable Adults Prevention and Protection Policy
 - Safeguarding Commitment Statement
 - Safeguarding Code of Conduct
- Applicants' proof of identity, qualifications and professional registration will be verified, as required

Interviews

- Interview panels will be formed, considering the skills, experience and gender of persons on the panel
- Use open-ended questions that give an insight into applicant's values, attitudes and understanding
- Use questions to provide information on their motivation for working in that role
- Examples of questions for interviews are provided in APPENDIX A and APPENDIX B

Referee Checks

- Assist with assessing suitability of person for the role
 - How long worked together
 - Specifics of previous role
 - Attitudes and behaviour
 - Any child-related complaint made against the person
 - Whether would employ the person again
- Three referees are to be provided for paid positions of leadership

Induction

- Induction will take place after appointment to position
- An Induction form is provided in APPENDIX C, outlining relevant policies and applicable training

Probation and Performance Review

- Probation periods vary according to the position held, but is usually between 3 and 6 months.
- Information regarding the annual performance review is to be provided to the applicant. (Sample Review for Volunteers is provided in APPENDIX D).

Sample Interview Questions

Why do you wish to work in this position?

Tell us about your previous experience in working with children.

What training have you had that has prepared you for this work?

Give an example of a strategy that you have used when engaging with children.

Tell us your experience in seeking input from children and young people.

What do you see as a safe environment for children and young people?

How would you describe the professional boundaries required in this role? How would you ensure that this is maintained?

What action would you take if a child disclosed to you that they were feeling unsafe?

This role is focused on working with children – how do you go about keeping parents and carers informed and involved appropriately?

Have you ever been investigated for a misconduct incident related to work with children?

Have you ever been charged or convicted of a child-related offence?

Have you any questions for us?

Sample Parish Volunteer Interview Record

Position		Date	
Applicant		Interview Time	
Interviewer/s			
Safeguarding Commitment	The Catholic Diocese of Darwin is committed to promoting the safeguarding of all children and young people and we have zero-tolerance for child abuse and exploitation. We have policies and procedures contributing to contribute to the culture of care and protection of all children and young people. This includes interviewing any person who intends to work with children or young people and conduct background checks and interviews with persons with whom you may have worked previously.		
Question 1	Why do you wish to volunteer for this ministry?		
Question 2	Tell us about your previous experience in working with children and young people.		
Question 3	What do you see as your responsibilities in this role?		
Question 4	What do you see as some challenges in this role?		
Question 5			
As you can understand, our parish need to follow recruitment and selection practices that will assist in finding the right person to assist in ministry to children and young people. We therefore need to ask the following questions:			
Have you ever been accused of inappropriate behaviour with a child, young person or vulnerable adult?			
Have you ever abused or harmed a child, young person or vulnerable adult?			

Have you ever been reprimanded or disciplined for a situation that involved a child, young person or vulnerable adult?

Any other additional Comments

Approved

- Provide with Induction Pack
- Provide details of appointment to Safeguarding Coordinator

Not Approved

- Contact Integrity Officer/Child Safety Coordinator if support is required in advising applicant that they are not accepted for this ministry
- Contact Applicant that he/she will not be rostered on selected ministry
- Destroy this document within 6 months of interview



Safeguarding Children and Young People Induction

The Catholic Diocese of Darwin is committed to promoting the safeguarding of all children and young people and we have zero-tolerance for child abuse. This commitment is drawn from, and inherent to, the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel. We have policies and procedures contributing to contribute to the culture of care and protection of all children and young people.

- I have read, understand and agree to follow the:
 - Catholic Diocese of Darwin Safeguarding Children and Vulnerable Adults Prevention and Protection Policy
 - Catholic Diocese of Darwin Safeguarding Commitment Statement
 - Catholic Diocese of Darwin Safeguarding Code of Conduct

- I will undertake ongoing professional development (tick as appropriate for role in parish or ministry):
 - Online Training: Learning Manager Safeguarding Essentials Training Plan (within 1 month, and ongoing every year)
 - Face-to Face Safeguarding Children
 - Other Training

- I know where to access the Catholic Diocese of Darwin policy and procedures for safeguarding children and young people:

<http://www.darwin.catholic.org.au/Safeguarding-Children>

Name: Signature:

Date of Induction:

Date Training Completed:

Inductor Name: Signature:

Date:



Objectives - Role Description Year 20__	Values and Behaviours	Looking Forward for Next Year Year 20__
<input type="checkbox"/> Objective 1 <input type="checkbox"/> Objective 2 <input type="checkbox"/> Objective 3 <input type="checkbox"/> Objective 4 <input type="checkbox"/> Objective 5 Key: E = Exceeded expectations M = Met all expectations B = Below expectations T = Too early to tell	<input type="checkbox"/> Demonstrates justice and equity <input type="checkbox"/> Demonstrates dignity and respect for all <input type="checkbox"/> Maintains professional boundaries <input type="checkbox"/> Demonstrates understanding and compassion <input type="checkbox"/> Demonstrates compliance with privacy and confidentiality <input type="checkbox"/> Escalates matters when appropriate <input type="checkbox"/> Receptive to receiving guidance and advice <input type="checkbox"/> Compliant with Safeguarding Code of Conduct Key: A = Always U = Usually O = Occasionally R = Rarely N = Never	Agreed Objectives: Objective 1: Objective 2: Objective 3: Objective 4: Objective 5: Review Meeting Dates: _____ _____
Performance Summary <input type="checkbox"/> Objectives – Role Description <input type="checkbox"/> Values and behaviours <input type="checkbox"/> Overall Contribution Key: E = Exceeded expectations M = Met all expectations B = Below expectations T = Too early to tell	Volunteer Comments: Volunteer Signature: _____ Date: _____	Signed Supervisor/ Priest: _____ Date: _____ Review Meeting Notes: