

# POLICY 6

Name of organisation:

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## Safer Recruitment Policy

### Commitment to Te Tiriti O Waitangi

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**(insert name of organisation)** recognises Te Tiriti o Waitangi as Aotearoa New Zealand's founding document.

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**(insert name of organisation)** is committed to upholding the mana of Te Tiriti o Waitangi and the principles of Partnership, Protection and Participation.

Safer recruitment is central to the safeguarding of children and young people. As part of our safeguarding culture,

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**(insert name of organisation)** is committed to ensuring all staff and volunteers who work with children and young people are safe and appropriate to work with children. We want children, young people, parents, caregivers and whānau to feel protected and confident that our staff and volunteers have been safely recruited to the highest standard possible.

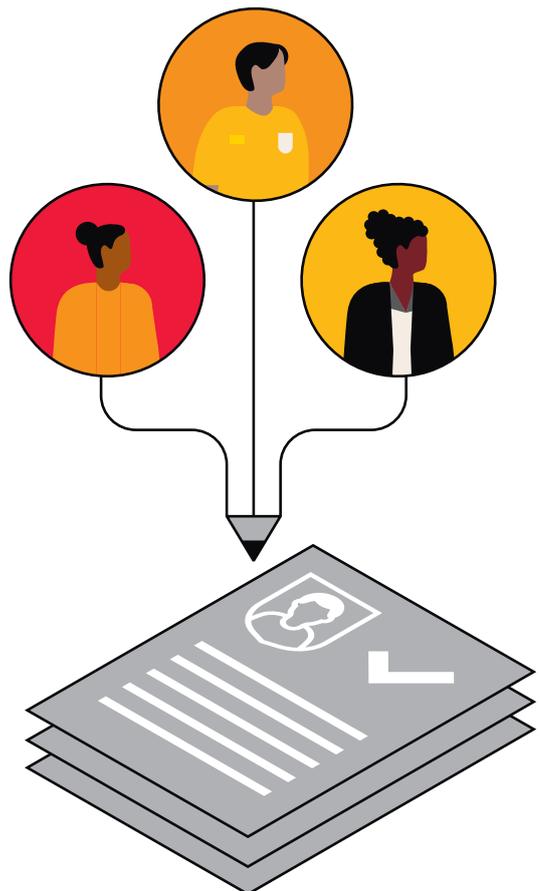
All possible steps must be taken to prevent unsuitable people from working with children and young people.

We commit to follow the requirements of the Children's Act 2014 for the recruitment of staff.

We commit to go beyond the legal requirements and make sure our volunteers are safely recruited to the same standards. We commit to this as

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**(insert name of organisation)** recognises all our staff and volunteers are in Positions of Trust. This is our duty of care to children and young people.



We want the best outcomes for the children and young people that come to

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**(insert name of organisation).**

We want children and young people to be safe, flourish, and enjoy their sport, recreation or activity.

**The purpose of this policy is to:**

1. Outline our commitment to protect children and young people from harm, abuse and neglect by a staff member or volunteer of

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**(insert name of organisation).**

2. Reduce the opportunity for a perpetrator of abuse to offend against the children and young people of

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**(insert name of organisation).**

3. To guide the safer recruitment of staff and regular volunteers.

## **Who the Safer Recruitment Policy applies to**

This policy applies to all staff and regular volunteers who are employed or engaged by

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**(insert name of organisation)**, whether or not they are paid. The processes of safer recruitment will be followed every time a staff member or volunteer is recruited.

The ability to screen and safety check a volunteer can be more limited than an employee; however, our volunteers often perform similar duties to our employees and have equal access to children and young people. It is essential

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**(insert name of organisation)** safely recruits volunteers using the same standards as we use for our employees, where possible.

Volunteers that provide one-off support will not be safety checked in line with this policy and procedures. Instead, they will always work alongside and be supervised by our fully inducted staff and volunteers.

## PROCEDURE 5

# Procedures for the Safer Recruitment of Employees and Volunteers

The following procedures must be followed when employing or engaging any person over the age of 18 years old at

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**(insert name of organisation)** in;

- paid employment
- independent contractor
- as a regular volunteer.

**There are two different standards of procedures to follow for employees and contractors, and regular volunteers.**

### Procedures for the safer recruitment of employees and contractors

The organisation will always follow these procedures consistently and will provide to the Board of Trustees or Directors, a completed checklist confirming safer recruitment of an employee or contractor and regular volunteer.

**Safer Recruitment Checklist at Appendix 5**

### Advertising an employment or contracting position

Staff can be employed and engaged by:

1. an advertisement in the local paper
2. an online advertisement
3. word-of-mouth.

Any advertisement should clearly state

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**(insert name of organisation)** is a Child Safe Organisation and all candidates will be safety checked to Children's Act 2014 standards and note the need for the successful applicant to undertake Police vetting and reference checks.

If an enquiry for a position is received verbally,

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**(insert the appropriate position for example the Manager)** of

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**(insert name of organisation)** will inform the person about the culture of child safety within

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**(insert name of organisation)** and the safer recruitment process outlined in these procedures.

The fact a candidate is known personally to anyone associated with the recruitment process or management of the organisation does not reduce or remove the requirements under this policy.



## Application forms and CVs

- A job description and key tasks for each position will be available, noting the role is working with children and young people.
- All candidates are required to complete a

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**(insert name of organisation)** employment application form.

- A CV is required detailing full work history for at least the last five years – any gaps require a thorough investigation.
- Up-to-date details of relevant professional associations, licensing bodies, or registration bodies the candidate is accredited by, must be obtained.
- Details of two referees, including one recent previous employer, must be obtained.
- Referees must have known the candidate for a least 12 months and must not be related in any way or living in the same household.

## Vetting and screening candidates

The process of vetting and screening candidates is to gather information to gain the best possible insight into the candidate. The process will result in a risk assessment of the person's suitability for the role. This risk assessment will rely upon professional judgement. We recommend a group of people should be involved in the process.

## Qualifications

Qualifications will be verified for their legitimacy. If the original document or a certified copy is unavailable during the screening process, the organisation that issued the qualification or certification will be contacted to check the candidate's claim. Any future formal offer made to a candidate will be conditional upon an original or verified copy of the qualification or certification being provided to

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**(insert name of organisation).**

## Police vetting

Police vetting is a requirement for all candidates.

Only candidates who agree to Police vetting can be considered for recruitment.

The role will be assessed by the manager to decide whether the employee would be a Core Worker or a Non-Core Children's Worker, and the Police vetting application will be made on this basis.

(A Core Worker means a children's worker who works in a regulated service who works with children and may be the only person present; or has primary responsibility for, or authority over the child or children present.)

Employment will not start until a Police vetting report has been returned, and all safety checks, including risk assessments, are completed.

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**(insert name of organisation)** will not employ or engage anyone with a Schedule 2 Children's Act offence.

If the Police vetting process reveals convictions other than Schedule 2 offences, the organisation will decide, based on the nature of the previous conviction, and the nature of the role, whether the candidate will pose a risk to a child and young person and therefore if they can be employed.

## Contacting any professional body the candidate is a member of

This is to:

- obtain any relevant information about the candidate that may affect their application
- to confirm their identity and their current membership status.

## Checking a candidate's identity

Verifying the candidate's identity must be completed before any unconditional offers are entered into.

A candidate's identity will be verified by sighting:

- a Primary Identification document AND
- a Secondary Identification document.  
**One of these must be a photo identification.**
- RealMe identity-check.

If the name of the person is different from the identification they produce, the candidate must provide a supporting name change document, which confirms the current name change.

A list of relevant documents for checking identity can be found at <http://www.legislation.govt.nz/regulation/public/2015/0106/latest/whole.html>

## Interviews

- All candidates should be interviewed face-to-face before being selected for a role that allows access to children or young people.
- At the interview, it should be stressed that the identity of the successful applicant will be checked, references sought, and a Police vet carried out to check for child related offences.
- A small panel of people will be involved in an interview allowing for multiple perspectives of a candidate. At least one of the panel will be

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**(insert name of organisation)**s Child Safeguarding Representative.

- Interview questions are designed to give information about the:
  - candidate themselves
  - candidate's views on child safe practices
  - candidate's attitudes and behaviours towards children and young people
  - candidate's experience and interactions in working with children.

*Example interview questions can be found in Appendix 6*

## Referees and references

- At least two referees will be contacted.
- Where it is not possible immediately to contact a referee by telephone, questions may be given to a referee to be answered in writing and then followed up by telephone.
- A search for information about candidates on the internet and social media can provide further insight and information that is publicly available. However, this should be treated with caution so as not to intrude on a person's privacy unfairly or unreasonably base an employment or contracting decision on such grounds.

*A list of questions to ask referees is at Appendix 6*

## Evaluation, risk assessment, making a decision and records

- **(insert name of organisation)** will show commitment to equal opportunities in all aspects of employment and contracting, including recruitment.
- Procedures will be fair and free of any bias when screening candidates. The person most suited to the position in terms of skills, experience, qualifications, and ability will be selected.

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**(insert name of organisation)** is committed to employing staff from a diverse range of backgrounds and experience.

- Analysis of the information gathered will be used to assess the risk the candidate would pose to the safety of children and young people if employed or engaged.
- The manager will sign a declaration confirming the candidate does not present a risk to a child or young person.
- This risk assessment is made based on the outcome of safer recruitment information.
- If any risk to children and young people is identified, the candidate will not be employed or engaged in any role.
- Records of the information obtained will be kept along with details of when it was gathered and the date when safety checks need to be carried out again (in three years).
- Unsuccessful candidate details will be disposed of securely after six months.
- No person will be employed or engaged until the full safer recruitment process has been completed, and the Police vet returned.
- Information about all applicants will be kept confidentially in a HR file.

## Response to candidates

- All candidates will be notified by phone or letter of the outcome of the recruitment process.
- A written formal offer of employment will be given to the new employee along with an Individual Employment Agreement. Independent contractors will be offered a suitable written contract.

## Periodic review

A review of safety checks will be carried out every three years and will include:

1. A renewed Police vet.
2. Confirmation of any name change and relevant documents confirming this.
3. Contacting any professional body the employee is a member of to:
  - obtain any relevant information about the employee that may affect their current role
  - to confirm the identity and the current membership status.
4. A risk assessment.

## Procedures for the safer recruitment of volunteers

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**(insert name of organisation)** have a commitment to keep all children and young people safe by safer recruitment of people in a Position of Trust, regardless of whether they are paid staff members or a volunteer.

The ability to screen and safety check a volunteer can be more limited than an employee; however, our volunteers often perform similar duties to our employees and have equal access to children and young people. It is essential

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**(insert name of organisation)** safely engages volunteers by employing the same standards used for recruiting paid staff where possible.

### Recruiting regular volunteers

Regular volunteers are usually engaged through word-of-mouth. The same requirements apply, regardless of the fact potential volunteers may be known to people involved in the organisation.

If an advertisement is placed in a local paper or online, this will state that

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**(insert name of organisation)** is a Child Safe Organisation and that all volunteers will be required to be safety checked and Police vetted.

If a volunteer approaches the manager of

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**(insert name of organisation)** offering ongoing support, they will be informed about the culture of child safety within

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**(insert name of organisation)**, and informed of the safe engagement process outlined in these procedures.

### Completion of the volunteer screening form

**All regular volunteers will be required to complete a Volunteer Screening Form at Appendix 7**

### Screening and Police vetting regular volunteers

- Police vetting is a requirement for all people in a Position of Trust in

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**(insert name of organisation).**

- Only volunteers who agree to Police vetting can be considered for engagement as a volunteer.
- Volunteering will not start until a Police vetting form has been returned.

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**(insert name of organisation)** will not have as a volunteer anyone with a Schedule 2 Children's Act offence.

- If the Police vetting process reveals convictions other than Schedule 2 offences, the organisation will decide, based on the nature of the previous conviction, and the nature of the role, whether the volunteer will not pose a risk to a child and young person and therefore can be engaged.

### Contacting any professional body the volunteer is a member of

This is to:

- obtain any relevant information about the volunteer that may affect their volunteer role
- to confirm their identity and their current membership status.

### Checking a volunteer's identity

Verifying the volunteer's identity must be completed before any unconditional offers are entered into.

A regular volunteer's identity will be verified by sighting:

- a Primary Identification document AND
- a Secondary Identification document.  
**One of these must be a photo identification.**
- RealMe identity-check.

If the name of the person is different from the identification they produce, the candidate must provide a supporting name change document, which confirms the current name change.

A list of relevant documents for checking identity can be found at <http://www.legislation.govt.nz/regulation/public/2015/0106/latest/whole.html>

## Referees and references

- At least two referees will be contacted.
- Where it is not possible immediately to contact a referee by telephone, questions may be given to a referee to be answered in writing and then followed up by telephone.
- A search for information about candidates on the internet and social media can provide further information that is publicly available. However, this should be treated with caution so as not to intrude on a person's privacy unfairly or unreasonably base a recruitment decision on such grounds.

*A list of questions to ask referees can be found at Appendix 4*

## Evaluation, risk assessment, making a decision and records

- \_\_\_\_\_  
**(insert name of organisation)** is committed to recruiting volunteers from a diverse range of backgrounds and experience.
- Evaluation of the information gathered will be used to assess the risk the candidate would pose to the safety of children if engaged.
- The manager will sign a declaration confirming the volunteer does not present a risk to a child or young person. This risk assessment is formed based on the outcome of safer recruitment information. If any risk to children and young people is identified, the volunteer will not be engaged.
- Records of the information gathered will be kept along with details of when it was gathered and the date when safety checks need to be carried out again (3 years).
- No regular volunteer will be engaged until the full safe recruitment process has been completed, and Police Vet returned.

*A safer recruitment checklist can be found at Appendix 3*

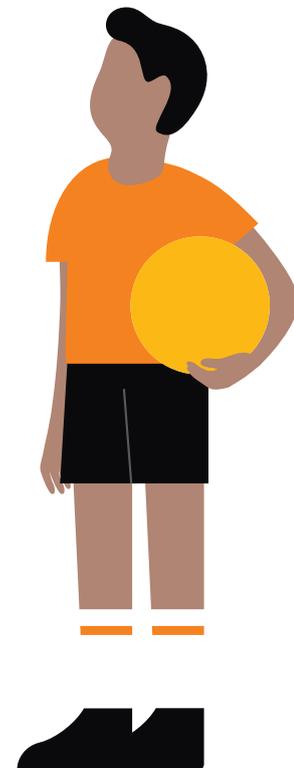
## Response to volunteer applicants

- All applicants will be notified by phone or letter of the outcome of the recruitment process.
- Successful volunteer applicants will be given a written outline of the induction process and requirements.
- Information about all applicants will be kept confidentially in a HR file.
- Unsuccessful applicant details will be disposed of securely after six months.

## Periodic review

A review of safety checks should be carried out every three years and will include:

- A renewed Police Vet.
- Confirmation of any name change and relevant documents confirming this.
- Contacting any professional body the volunteer is a member of to:
  - obtain any relevant information about the volunteer that may affect their current role and
  - to confirm the identity and the current membership status.
- A risk assessment.



## APPENDIX 5

Name of organisation:

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# Safer Recruitment Checklist for Staff, Contractors and Volunteers

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Candidate's full name:

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Position:

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### Employment/Contractor Applicant Confirmation of Identity

Identity confirmation, either by:

1. Use of an **electronic identity credential** (e.g. The RealMe identity verification service), and a search of personnel record to check that the identity has not been claimed by someone else.

Date:

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### OR

2. Following the regulatory process to provide confidence that:

- The identity exists (i.e. that it is not fictitious) by **checking an original primary identification document.**
- The identity is a 'living' identity and the potential children's worker uses that identity in the community by **checking an original secondary identity document.**
- The potential children's worker links to the identity either by checking an identity document that contains a **photo**, or by using an **identity referee.**
- Searching **personnel records** to check that the identity has not been claimed by someone else.

Date:

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Date:

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Date:

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Date:

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## Employment/Contractor Applicant Background and Potential Risk Checks

Activity:

**Interview/s** of the potential children's worker Date: \_\_\_\_\_

**Qualifications checked** Date: \_\_\_\_\_

Obtained and considered a **work history**, covering the preceding five years, provided by the potential children's worker. Date: \_\_\_\_\_

Obtained and considered information from at least **two referees**, not related to the potential children's worker or part of their extended family.

Referee name: \_\_\_\_\_ Date: \_\_\_\_\_

Referee name: \_\_\_\_\_ Date: \_\_\_\_\_

**Information sought** from any relevant professional organisation, licensing authority, or registration authority, including (but not limited to) confirmation that the potential children's worker is currently a member of the organisation, or currently licensed or registered by the authority. Date: \_\_\_\_\_

Obtained and considered information from a **New Zealand Police Vet** Date: \_\_\_\_\_

## Electronic Media Checked

### Risk assessment confirmation

I \_\_\_\_\_ confirm to the best of my knowledge, based on the information above, this person does not pose a risk to a child or young person.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX 6

Name of organisation:

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# Questions for Interviewers and Referees

### Suggested questions to ask at an interview

Note these questions are child safeguarding focused. Ask questions about qualifications, experience, etc in the usual way.

- What are your previous experiences of working with children and young people?
- What challenges have you encountered when working with children, and how did you overcome these?
- What do you think good practice looks like when working with children?
- Have you ever had an incident involving a child that caused your employer to question your practice or process?
- What do you feel are the main reasons that have led you to want to work with children?
- Tell us about a time when you took action to help protect a child.
- What has your work with children and young people taught you about yourself?
- What steps do you think should be taken if children make allegations against staff/volunteers?
- Have you ever had concerns about a colleague's behaviour or attitude towards the children in their care? How did you deal with this?
- If a child was displaying challenging behaviour, how would you deal with that? Have you had any experience with that type of situation? How did you deal with it?

### Questions to ask of referees:

- This role is working with children and young people, do you have any concerns about

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**(insert name of candidate)** working in such a role?

- Would you allow

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**(insert name of candidate)** to care for your children?

- Have you ever felt uncomfortable about

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**(insert name of candidate)**'s behaviour towards children and young people in a previous job? What were your concerns, what did you do, and how was the issue resolved?

- Did you ever have concerns relating to the safety and welfare of children and young people or the candidate's behaviour towards children?
- Would you re-employ this candidate again?

### Areas of potential concern

Note to interviewers:

During your selection process, you may hear things about the candidate that cause you concern and which you would then need to explore further with them.

These may include that the candidate:

- Has lack of, or no understanding or appreciation of children's needs or expectations.
- Appears to want the role to meet their own needs rather than the needs of children and young people.
- Uses inappropriate language when talking about children.
- Displays vagueness about their experiences, or has gaps in their application form, and the inability to provide examples to support their answers.
- Is unwilling to follow the rules, procedures or work with others.

## APPENDIX 7

Name of organisation:

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# Volunteer Screening Form

**(insert name of organisation)** is a Child Safe Organisation. It is our number one priority to keep our children and young people safe.

All our people in a Position of Trust are required to:

1. Be safety checked and screened
2. Be inducted into our child safe culture, policies and standards
3. Attend safeguarding and child protection training.

Please complete the following information:

Name:

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Address:

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Phone contact numbers:

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Details of previous experience:

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Tell us a bit about why you would like to volunteer with

**(insert name of organisation).**

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How and when can you volunteer?

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Please give us names and contact details of two referees we can contact. Referees must have known you for longer than 12 months, not be a family member or living in the same household as you. One must be a previous employer.

Referee 1:

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Referee 2:

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Have you had any previous convictions or involvement with the police?  Yes  No

Please include any information even if no charges have been laid. You are required to complete a police vet.

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Please sign below to confirm your consent to \_\_\_\_\_ **(insert name of organisation)** obtaining information as detailed above to assess your suitability for the role.

Signed:

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Date:

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