

Safer Recruiting

Procedures and Guidelines

(extracted from the **Keeping them Safe (2019)** full publication)

RECRUITMENT PROCESS

	Leaders	Assistants
Keep a record	File Checklist	Checklist
Information Package	Job description Application form	Job description Application form
Application Form	In-depth	Basic
Interview	Well planned and Structured	Informal
Police Vetting	Yes Redo every 3 years	Yes Redo every 3 years
Referees	3 - redo every 3 years	3 – redo every 3 years
Decision	2 people	2 people
Other	Special events workers Helpers Volunteers	

RECRUITMENT OF WORKERS

This section covers recruitment of people with responsibility for children and young people. All Vestries of Parishes and Ministry Units, whether recruiting by personal invitation or by public advertising, should follow the process outlined below:

Remember that the crucial thing is the safety of the children and young people in our care. All workers should understand this, and realise that our insistence on checks for all does not in any way imply that any individual is under suspicion.

Recruitment of Leaders

Procedures	Recommended Practice
<p>Keep a record of the recruitment process.</p>	<ul style="list-style-type: none"> ◆Keep a separate file for each applicant. ◆Compile and complete a Checklist for each applicant. <p><i>See notes re: privacy (storage of information etc.)In additional useful resources.</i></p>
<p>Give an Information Package to all Applicants/ Candidates.</p>	<p>Packages should include:</p> <ul style="list-style-type: none"> ◆Position/job description ◆Application form
<p>Complete an application form, including a declaration as to the accuracy and completeness of the information provided.</p>	<p>The application form should be tailored to suit the needs/requirements of your parish/ministry unit.</p> <p>Information required:</p> <ul style="list-style-type: none"> ◆Motivation for wanting to work with children and/or young people ◆Personal experience/skills to work with children and young people ◆Previous relevant work experience ◆Previous relevant training/education

	<ul style="list-style-type: none"> ◆Membership of a relevant professional body e.g., Canterbury Youth Workers' Collective if appropriate ◆Person's willingness to share the ethos of the Anglican Church ◆Provision of a Curriculum Vitae ◆A covering letter.
<p>Hold an Interview which should be well planned and structured.</p>	<ul style="list-style-type: none"> ◆Minimum of 2 interviewers (<i>see appointment decision below</i>) ◆Interviewee may be invited to bring a support person/whanau
<p>Get Permission for Police Vetting if 17 or over.</p>	<ul style="list-style-type: none"> ◆Police Vetting: <i>The procedure outlined below has been agreed between the Police and the Diocese and avoids payment of fees.</i> i) The CYP SO obtains forms from the Parish Administrator/approved person. ii) Get them filled in and then return them to the Parish administrator/approved person, preferably in groups. iii) The Parish Administrator/approved person will pass on the information received from the Police to the applicant's designated parish representative, i.e., Vicar / Ministry Enabler and/or CYP SO. iv) The CYP SO will record that the results of the Police vetting have been received. (A person has the right to view and if necessary dispute with the Police any information held about them.) v) Where there is a record of sexual offending, the appointment is automatically declined. Otherwise Parish/ministry units should consider the type of offending, when the offending took place, rehabilitation of the offender etc.

<p>Check Referees – candidate should supply 3 referees</p> <p>one of whom should have known the applicant for at least 3 years.</p>	<p>These could include:</p> <ul style="list-style-type: none"> • Current or previous employer(s) • Current or previous church leader e.g., Vicar, Youth leader. • Person who can attest to ability to work with children and/or young people • Someone the applicant didn't initially list but whom the applicant agrees may be approached, e.g., previous employer.
<p>Make a Decision.</p> <p>The CYP SO and at least 1 other person nominated by the vestry shall be involved in the recruitment process and appointment decisions.</p>	<p>The appointment panel could include:</p> <ul style="list-style-type: none"> • People with qualifications/experience in working with children and young people, e.g., teacher, health nurse etc. • An independent person, e.g., youth advocate, children's advocate or appropriate person from another church etc. <p><i>It is important to take account of gender and cultural considerations.</i></p>

The panel must ensure that church and legal requirements are met. For example the panel cannot discriminate illegally against any applicant under the provisions of the Human Rights Act 1993. It is within your rights to appoint a Christian who is committed to the ethos of the Anglican Church to serve in a ministry/teaching role.

**Remember to contact Diocesan Safeguarding Officer
If you have ANY concerns.**

Email safeguard@anglicanlife.org.nz

Recruitment of Assistants

Procedures	Recommended Practice
<p>Keep a record of the recruitment process.</p>	<p>◆ Complete a Checklist for each person being considered. <i>See notes re: privacy (storage of information etc.) Info in the privacy act</i></p>
<p>Give written information about the task and expectations to each person concerned.</p>	<p>◆ Position/job description – this can include simple things like the time that would be involved, expected attendance at training meetings, what resources are to be used, how to be reimbursed for materials, who will provide backup and support, whom you should ring if you are sick or unexpectedly unavailable.</p>
<p>Provide an Application Form.</p>	<p>The application form should be tailored to suit the needs/requirements of your parish/ministry unit for the particular task and may vary in formality but should include:</p> <ul style="list-style-type: none"> • Motivation for working with children and young people • Personal experience/skills to work with children and young people. • Additional information available from Children’s Action plan.govt.nz
<p>Interview the person. This may be informal.</p>	<p>◆ Time should be set aside to outline the role and assess the person’s suitability for it.</p>

<p>Get Agreement for Police Vetting if 17 or over.</p>	<p>◆ Police Vetting: The <i>procedure outlined below has been agreed between the Police and the Diocese and avoids payment of fees.</i></p> <ul style="list-style-type: none"> i) The CYP SO obtains forms from the Parish Administrator/approved person. ii) Get them filled in and then return them to the Parish administrator/approved person, preferably in groups. iii) The Parish Administrator/approved person will pass on the information received from the Police to the applicant's designated parish representative, i.e., Vicar / Ministry Enabler and/or CYP SO. iv) The CYP SO will record that the results of the Police vetting have been received. (A person has the right to view and if necessary dispute with the Police any information held about them.) v) Where there is a record of sexual offending, the appointment is automatically declined. Otherwise Parish/ministry units should consider the type of offending, when the offending took place, rehabilitation of the offender etc.
<p>Ask for two character referees one of whom who should have known the person for at least 2 years.</p>	<p>◆Contact referees about person's suitability for the particular job and especially suitability to work with children/young people as appropriate</p> <ul style="list-style-type: none"> • Additional information available from Children's Action plan.govt.nz
<p>Make a decision.</p>	<p>◆The CYP SO and the appropriate children's or youth ministry leader should make the decision.</p> <p>◆Vestry should be notified of the decision.</p>

Recruitment of Special Events Workers/Speakers

Just as a teacher must stay in a classroom when a visitor is present, so must a Leader or Assistant stay with a visiting worker, unless that person is known to have been cleared to work safely with children and young people.

Procedures	Recommended Practice
Check Suitability.	◆Get a written or verbal reference provided by an appropriate person who can attest to the suggested worker's character and relevant skills
Issue an Invitation.	◆The children's or young persons' leader wishing to issue an invitation should consult with the CYP SO and/or the vicar or vestry
Get evidence of appropriate qualifications.	◆Eg, Instructor's qualification, current first aid certificate ◆This is crucial with all activities involving a moderate to high degree of risk.
Meet with worker	◆Time should be set aside to clarify expectations

Use of Helpers

It is understood that for practical purposes it will be necessary from time to time to have help from other people to fill in for absentees at late notice, or to provide extra assistance in the crèche on a busy day, for examples.

Because these people will be working either **in the presence of or under the direct supervision** of Leaders or Assistants they will not be expected to have undergone any form of police checking.

However, if such people become **regular** Leaders or Assistants for any activity, and/or their task involves their being alone or unsupervised for more than just a very brief time, **then the Police Vetting procedures must be followed.**

**Remember to contact the Diocesan Safeguarding Officer
if you have ANY concerns**

Conditions of Appointment

Upon appointment the worker is entitled to appropriate conditions, training and supervision to ensure best practice standards.

Employed Workers (paid)

A sample Employment Agreement is available from the Diocesan Manager and Diocesan Youth Adviser. This covers all legal requirements from the Employment Relations Act and other relevant employment legislation. It also covers important considerations including role descriptions and work environment.

Note: Special conditions apply to Stipendiary Workers.

Voluntary Workers (unpaid)

Voluntary workers could be **Leaders** or **Assistants**. Parishes/ministry units should use their discretion in applying the items listed below.

1.	Volunteers shall be offered the position (this may be in writing)
2.	Position Description <ul style="list-style-type: none">◆ Job title◆ Aim of position and person(s)◆ Key tasks◆ Hours of work◆ Accountability◆ Allowances (if applicable)◆ Review procedures

	<ul style="list-style-type: none">◆Confidentiality◆Training and supervision <p><i>Every volunteer shall sign a Position/Job Agreement stating they are prepared to comply with parish/ministry unit and/or Diocesan requirements.</i></p> <p><i>Parish/ministry unit requirements/policies that volunteers must be aware of include:</i></p> <ul style="list-style-type: none">• Health and Safety issues• Termination• Sexual Harassment• Discrimination• Complaints procedure
3.	Work Environment Aspects to consider include: <ul style="list-style-type: none">◆Meeting areas◆Access to resources and equipment e.g., funding, photocopier, cell phone, library, computer, sports equipment, toys etc.

Supervision

<p>Support and Oversight</p> <p>Oversight provides the opportunity for workers to discuss the programme being undertaken and issues of working effectively and safely with the children and young people in their care.</p>	<ul style="list-style-type: none">• All workers should meet on a regular basis for support and oversight with their appointed supervisor/leader.
<p>Supervision</p> <p>Supervision offers the person external support and the opportunity to reflect on their personal and work life, and on their faith journey.</p>	<p>All paid workers and those who hold a Bishop's Licence:</p> <ul style="list-style-type: none">• should have the opportunity to access professional supervision. <i>This is a requirement for all who hold a Bishop's Licence.</i>• should be able to select their professional supervisor.• The parish/ministry unit shall be responsible for any costs associated with this.
<p>Spiritual Direction</p> <p>Spiritual Direction focuses on the personal spiritual journey.</p>	<ul style="list-style-type: none">• This is recommended for all those holding a Bishop's Licence.• Should be with a trained Spiritual Director

Application for Employment with

This is to be personally completed by the applicant. No information will be disclosed to a third party without your authorisation, except as required by law. Information on successful candidates will form part of the employment records. Information on unsuccessful candidates will be confidentially destroyed after 12 months.

Failure to complete all questions truthfully will render this application invalid and should you have been successful in your application, will be grounds for instant dismissal. Any false information given in the pre-existing injury or condition section of this form may also result in the loss of entitlement to any compensation from ACC, as provided in Section 7 of the Accident Rehabilitation and Compensation Insurance Act.

You have the right to access personal information held by ----- and may request correction.

Declaration: I have read, understand and agree to the foregoing:

Signed:

Date:

Position Applied For:

First Name:

Last Name:

Any previous name/s:

Phone: (Day)

(Evening)

Are you a citizen of New Zealand

Yes | No (please circle)

If No, do you hold a current work permit?

Yes | No (please circle)

Are you currently enrolled for KiwiSaver:

Yes | No (please circle)

Work Experience / Voluntary

1) Employer:

Date:

Position held:

Reason for leaving:

Other details:

I agree / do not agree to this employer being contacted for reference checking purposes.

2) Employer:

Date:

Position held:

Reason for leaving:

Other details:

I agree / do not agree to this employer being contacted for reference checking purposes.

3) Employer:

Date:

Position held:

Reason for leaving:

Other details:

I agree / do not agree to this employer being contacted for reference checking purposes.

4) Employer:

Date:

Position held:

Reason for leaving:

Other details:

I agree / do not agree to this employer being contacted for reference checking purposes.

5) Employer:

Date:

Position held:

Reason for leaving:

Other details:

I agree / do not agree to this employer being contacted for reference checking purposes.

What can you tell us about yourself that makes you an ideal candidate for the position?

Education

Schools attended and dates:

Other educational institutions attended:

Qualifications attained

Interests and Hobbies

Attendance

Do you suffer from any illness, injury or other disability which may adversely affect your performance, regular attendance, personal safety or the safety of others?

Yes | No If yes, please provide brief details

Do you have any commitments or interests which may interrupt your regular attendance at work?

Yes | No If yes, please provide brief details

Court Convictions / History Check

Have you ever been convicted in a court in New Zealand or any other country? Yes | No.

Are there any charges against you pending? Yes | No.

If the answer is yes to either of these, please provide brief details:

Consent to undertake a Criminal Conviction History or Police Vet, using the required forms:

Yes | No.

General

If your application is successful, when would you be able to commence employment?

Referees

Please list two work referees and one personal referee whom we may contact for a personal reference:

1.

Name:

Association:

Phone:

Mobile:

2.

Name:

Association:

Phone:

Mobile:

3.

Name:

Association:

Phone:

Mobile:

Declaration

I have personally completed this application for employment and declare that the information provided in this application (and resume where provided) is correct. I understand that should I be successful in my application, falsification or deliberately misleading information or any material suppression of information will be grounds for instant dismissal.

Signed

Date

Please forward this application form and a copy of your CV to:

Organisation:

Name:

Email:

Address:

Ph Number:

APPLICATION FORMS

(from <http://www.childrensactionplan.govt.nz/assets/CAP-Uploads/childrens-workforce/Safer-Recruitment-Safer-Children.pdf>)

A standard application form is an important source of information about a candidate and can also be cross-referenced with other sources. It should always be used in addition to a CV.

It is recommended that application forms include space for the candidate to provide:

- Personal details, including their name, any previous names and their current address. This information will be important for verifying a candidate's identity.
- Details of any relevant academic or vocational qualifications, including the date received and the awarding body or institution.
- A chronological list of previous employment (both voluntary and paid) with commencement and end dates. The candidate should give details of the last five positions they have held. There should be space for the candidate to explain any periods when they were not in employment, education or training.
- Their reason for leaving these previous jobs.
- Contact details for any referees and the relationship between the candidate and each referee.
- A general consent to contact the referees provided or any other person or organisation necessary to gather information to assess the candidate's suitability for the position.
- Consent or non-consent for the current employer to be contacted (some candidates may only consent to their current employer being contacted if the candidate is the preferred candidate).
- A declaration of whether or not they have been convicted of a criminal offence, which is not eligible to be concealed under the Criminal Records (Clean Slate) Act 2004 and space to provide an explanation.
- Consent to undertake a Criminal Conviction History Check or Police Vet, using the required forms.
- Any other necessary disclosures. For example, details of their professional registration status and any previous employment or professional disciplinary history that could be relevant to child safety.

For a sample application form see www.childmatters.org.nz or www.childrensactionplan.govt.nz

- Or see template provided

Interview Questions

(from <http://www.childrensactionplan.govt.nz/assets/CAP-Uploads/childrens-workforce/Safer-Recruitment-Safer-Children.pdf>)

Interviewers should use a pre-planned question programme designed to get candidates to describe their own past behaviours, beliefs and attitudes. Avoid using many closed questions. These are questions that invite a yes or no answer and generally start with words like did or have. Yes or no answers seldom provide very useful information. Closed questions may make candidates feel as if they are being interrogated. This could lead them to become defensive and less forthcoming in their responses. Asking questions about past actions can be very helpful. While hypothetical questions can be useful to assess the way a person thinks, such questions tend to get hypothetical responses, which are often theoretical or idealised rather than a true reflection of the candidate. Instead, where possible, ask candidates to describe a specific example from their own experiences.

Questions should be designed to give information about the:

- Candidate themselves.
- Candidate's views on disciplining children and keeping safe around children.
- Candidate's attitudes.
- Candidate's experiences and relationships in working with children.

Questions that provide information about the candidate themselves:

- All qualifications and experience and how these relate to the role the candidate is applying for.
- The child protection training that the candidate has received.
- The training the person has had in child and adolescent development.
- Whether complaints have ever been made about the candidate's professional practice and how they have responded to them.
- How they would describe their own personality.
- Whether they have ever been convicted of an offence.
- Whether the candidate has ever been the subject of a complaints procedure during their employment.
- Reasons for leaving previous jobs.
- Why they applied for this position.

Look for:

- Honesty.
- An understanding of the needs of children.

- A real interest in this job.
- Personal awareness.

Be wary of:

- A self-view that is very different from how others describe the candidate.

Questions that explore the candidate's attitudes:

Ask whether there has ever been a time when the candidate has had to deal with the following situations, and discuss the process and outcome. If that situation has not arisen, ask what the person would do if:

- A child or young person disclosed abuse.
- A child or young person lied to them or asked them to keep an inappropriate secret.
- A child or young person was cheeky.
- A child or young person hit them.
- They discovered two children fighting or engaged in sexual play or who had stolen property.
- A child or young person invited them to become involved in intimate or touching behaviour.
- A child or young person threatened to make a false allegation of abuse about them.

Look for:

- Attitudes showing respect for children and an understanding of appropriate ways of interacting with them.
- Openness and readiness to involve other people.
- A willingness to act on information that suggests a child might be at risk.

Be wary of:

- Indications of blaming or belittling children.

Questions that indicate the candidate's views on child safe practice:

- How they believe children should be disciplined.
- Their thoughts on being alone on the job with children and young people.

- The chances of abuse allegations being made about them, if they were accepted for the job.
- How to comfort a child or young person who has been hurt or needs consolation.

Look for:

- Understanding of safety around children.
- Understanding the needs of children.
- Understanding professional roles and behaviour.

Be wary of:

- Rigid and punitive attitudes.

Questions that describe the candidate's experiences and relationships in working with children:

- What rewarding experiences they have had working with children.
- What difficulties they have encountered and how they overcame these.
- The exact nature of their previous work with children.
- The parts of that work they liked and disliked and the reasons for this.
- Whether they have ever taken a child they work with to their house and why.
- What they think constitutes professional practice when working with children.
- Other relationships they have with children outside the working or volunteer environment.
- The reason they think they get along with children or why children like them.
- The kind of relationships they hope to develop with the children and families in this organisation.

Look for:

- An understanding of boundary issues regarding themselves and children.

Be wary of:

- Lack of understanding of boundary issues regarding themselves and children.
- Lack of a sense of personal responsibility towards the safety of children.