



Screening and Suitability Assessment Procedures

In addition to ensuring relevant staff, Volunteers and Contractors have a valid Blue Card, our College uses a range of other processes and procedures for assessing the suitability of potential staff, Direct Contact Volunteers and Direct Contact Contractors, including:

- personal identity verification
- specific selection criteria concerning attitudes to and application of child protection measures, to which applicants must respond
- values-based interviewing
- thorough verbal reference checks that address the person's suitability for the job, and working with children and young people
- an examination of their history of child-connected work
- verification of professional or other qualifications relevant to their role.

Identity Checks

It is critical to confirm the identity of an applicant for employment. The College confirms this identity through sighting:

- two primary identification documents; or
- one primary identification document and one secondary identification document

which, taken together, show the applicant's full name, the applicant's date of birth and the applicant's signature.

If the applicant's name in the document sighted differs from their current name, the College must also sight an official document evidencing the applicant's change of name.

Primary identification documents include:

- birth certificate
- Australian passport that is current or expired for less than two years
- current overseas passport
- current driver's licence or proof of age card
- citizenship certificate or current document of permanency residency status.

Secondary identification documents include:

- identification card issued by the Commonwealth or a State evidencing entitlement to a financial benefit (e.g. health care card, Medicare card, pensioner concession card)
- current Blue Card or Exemption Card
- bank account card or credit card with the applicant's name and signature
- recent account statement from a financial institution
- recent income tax assessment notice.

Selection Criteria and Values-Based Interviewing

Selection criteria and values-based interviewing are used to assess the suitability of applicants. The College assesses an applicant based on the following areas:

- motivation to work with children and young people (personal and/professional)
- understanding of children's and young people's physical and emotional needs
- understanding of professional boundaries
- attitudes to children's rights and how they can be upheld
- attitudes to, understanding of and ability to apply child protection measures
- values (honesty, integrity, reliability, fairness and non-discrimination) and attitudes towards working with children and young people.

Written responses to selection criteria and values-based interviews are critical when a staff member, Direct Contact Volunteer and Direct Contact Contractor will be working closely with students, particularly students that are more vulnerable or have special needs.

The College provides in-depth guidance to its human resources staff so that they can identify factors in these interviews that could indicate an applicant is not suitable for roles requiring child safe settings.

Verification of Child-Connected Work History and Verbal Reference Checks

All applicants' work histories and details provided in respect of previous employment are checked for accuracy by the College. This may occur as part of or separate to checking an applicant's references.

Reference checks are crucial for engaging staff, Volunteers and Contractors at the College – a failure to properly check applicants' references can compromise the safety of students and the College.

It is part of the College's child safe recruitment policy for staff, Direct Contact Volunteers, and Direct Contact Contractors that:

- wherever possible, direct verbal conversations are held with at least two professional referees
- at least one referee provided by an applicant is their current or most recent direct supervisor
- the identity of the referee being communicated with is verified
- at least one staff member who is on the interview panel is appropriately trained in undertaking reference checks and that this person conducts these reference checks

- reference check conversations are appropriately documented.

Key questions asked of referees include:

- Have you observed the person interacting with children and/or young people?
- Can you describe the types of relationships and interactions the person has had with children and/or young people?
- Would you employ the person again?
- Do you have any concerns about the applicant working directly with children and/or young people?
- Are you comfortable knowing that the applicant might sometimes be working alone with children and/or young people?
- Did you have any disciplinary matters relating to the person or concerns about their adherence with the organisation's Code of Conduct?

Direct Contact and Regular Volunteers

With the exception of parents volunteering at the school, all of the College's Direct Contact and Regular Volunteers undergo the following screening prior to their engagement by the College:

- personal identity verification and background checking
- verification of professional and other qualifications if relevant to their role
- an examination of their history of child-connected work
- reference checking that addresses the person's suitability for the job and working with children.

Direct Contact Volunteers who are not parents of a student at the College also undergo Blue Card screening. For more information, refer to [Blue Cards for Non-Teaching Staff, Volunteers, Contractors and Trainee Students](#).