

Child Safe Recruitment, Induction and Training Policy

Purpose of this policy

The aim of this policy is to make sure that staff responsible for recruitment, induction and training of staff, contractors and volunteers at MindPath Tutoring uphold our child safe recruitment, induction and training practices.

The policy sets out the processes for child safe recruitment of staff, contractors and volunteers for any child-related roles. The policy also includes the induction process for new recruits, contractors and volunteers, and further training that may be required at times for all staff, including contractors and volunteers. This is to make sure they continue to have the required skills to prevent risk of harm to children.

Who the policy is for

This policy is for staff undertaking recruitment of employees, volunteers and contractors for child-related roles.

The child safe recruitment and induction processes set out in this policy must be applied to anyone we are considering for a child-related role at MindPath Tutoring.

This includes roles that involve any of the following:

- supervising students/children
- being alone with students/children or engaging with them in a way that is not observed or monitored
- taking part in activities with students/children away from the organisation's usual location
- having access (online or paper based) to a student/child's or children's personal and/or confidential information
- having any other type of unmonitored contact with students/children.

Processes for child safe recruitment for staff, contractors and volunteers

Employees (including direct Contractors)

1. Include our commitment to child safety in our advertising

Our job advertisements include details about our organisation's commitment to being child safe. We let potential staff members know at the outset that we uphold children's rights and take implementation of the Child Safe Standards seriously, and that everyone who works with children must have a cleared Working with Children Check. We provide a link in the job ad to our Statement of Commitment to Child Safety.

2. Conduct a robust interview process for new employees and contractors

At MindPath Tutoring we conduct a robust interview process. This involves:

- a. **Setting up an interview:** MindPath team (owners) take part in the selection process to help pre-assess the applicants and conduct the interviews
- b. **Short-listing:** We pre-assess applicants' suitability to work with children and undertake the required role based on the job description.
- c. **Having the interview:** We decide on the questions we want to ask with the focus on utilising the 'MindPath Interview Form' (Refer to Appendix A). For child-related roles, questions will generally focus on the applicants' experience working in previous child-related roles.
- d. **Assessing candidates and making the final selection:** The team will discuss interview notes to assist with identifying suitability of the best candidate.

3. Check references

Each candidate must provide the details of two referees to undergo a reference check.

At least one of the referees should be someone from their most recent role. A minimum of one referee will be contacted and checked.

If the applicant has never worked before or has just left school, character references may be acceptable. However, these should not be from family members or be given as much weight as professional references.

We ask each referee whether they see any issues with the applicant working with children.

4. Screen and verify applicant's Working with Children Check

In NSW all adult workers in child-related work, whether paid or unpaid, must hold a WWCC clearance or a current application for a Working with Children Check (WWCC) clearance (unless they are subject to an [exemption](#)).

Employers have legal obligations around working with children. It is against the law to engage anyone in child-related work without a WWCC. If a worker, contractor or volunteer requires a WWCC, there are actions our organisation must take.

Before commencing employment, we make sure the applicant has a cleared WWCC and we verify it on the [OCG's website](#).

We keep records for each verified worker, including:

1. Full name
2. Date of birth
3. WWCC number

4. Verification date
5. Verification outcome
6. Expiry date of WWCC
7. Whether the worker is in paid or volunteer work.

We continue to monitor and act to:

- keep all workers and volunteers' WWCC details up to date
- remind employees to renew which they can do up to 3 months before their WWCC expires, and
- remove anyone whose WWCC status is barred, interim barred, whose WWCC cannot be found or has expired from child-related work. We can only employ people who have an Application number or WWCC clearance in child-related work.

1. Undertake a broader national criminal history check or other checks for specific roles or circumstances (optional):

- A police check (broader national criminal history check) may also be required for some applicants.
- An NDIS Worker Check may also be required for some applicants.

What to do if our organisation is notified that someone is barred from working with children

It is an offence to allow a barred person to work with children and they must be removed from child-related work.

A person is barred from working with children if the Office of the Children's Guardian (OCG) has determined that the person is a risk to working with children.

When the OCG bars a person in our organisation from working with children, they will contact the person registered as our 'contact person' when we initially registered as an employer in the WWCC system. The purpose of the initial contact is to determine whether the worker is currently working in our organisation, and whether they are working with children.

It is important that we respond to this request promptly and accurately.

If we have confirmed that the worker is working with children in our organisation, **the OCG will issue a formal written notification** advising us to remove the worker from working with children.

Once this has been received, we need to take immediate action and respond to the OCG in writing, confirming that the worker has been removed from working with children.

A record must be kept of our actions. This information should be treated confidentially and only the people in the organisation who need to know this should be advised.

More information on how to manage a barred worker can be found in the OCG's [Child Safe Recruitment and Working with Children Check handbook](#) and on [the OCG website](#).

Child safe induction

At MindPath Tutoring we recognise that making sure a staff member, contractor or volunteer is safe and suitable to work with children is an ongoing process. Inductions for staff, contractors and volunteers include:

- an overview of all our child safe documents, including our Child Safe Code of Conduct (to be read and signed), the Child Safe Policy, Statement of Commitment to Child Safety and our Child Safe Reporting Policy, ensures that new staff, contractors and volunteers are advised of their reporting obligations and how to identify and raise a child safety concern.
- ensuring new recruits complete required child safe training (see below). This will be communicated and encouraged during the interview process to undertake the 'child safe training' through the Office of the Children's Guardian (OCG) website.
- monitoring and supervision.

We support new recruits and volunteers with appropriate instruction and feedback when needed, including regular oversight as they become familiar with the new role.

There is also a 1-month probationary period for all workers to make sure they are a good fit with our organisation.

Child safe training

New staff, direct contractors and volunteers should complete required child safe training. We encourage everyone to do introductory [child safe training](#) through the OCG.

We encourage everyone to do additional [child safe training](#) through the OCG, depending on their role in the organisation.

Child Safe Code of Conduct review

Staff are told when we are reviewing our child safe policies and we invite them to contribute. When our Child Safe Code of Conduct is reviewed and updated, staff must be asked to re-read and sign it. Signed copies should be kept on file.

Next review date

Ian Harborne will review this policy annually on 20/5/2026 unless there are any incidents, in which case it will be reviewed immediately.