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 and volunteers at Whyld Equestrian Coaching uphold our child safe recruitment, induction and training practices.

The policy sets out the processes for child safe recruitment of staff and volunteers for any child-related roles. The policy also includes the induction process for new recruits and volunteers, and further training that may be required at times for all staff, including 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 staff or volunteers 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 Whyld Equestrian Coaching.

This includes roles that involve any of the following:

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

Processes for child safe recruitment for staff and volunteers

Employees

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

At Whyld Equestrian Coaching we conduct a robust interview process. This involves:

a. **Setting up an interview:** we decide who will 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 develop a short list

c. **Having the interview**: we decide on the questions we want to ask. 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 panel discuss the interviews and make notes on strengths and weaknesses to help them decide on the best candidate.

3. Check references

Each candidate must provide the details of two referees.

At least one of the referees should be someone from their most recent role.

Referees should have directly supervised or managed the applicant in a professional capacity.

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 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**

A police check (broader national criminal history check) may also be required for some applicants. This includes applicants who have spent more than 6 months overseas in their previous role.

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 Whyld Equestrian Coaching we recognise that making sure a staff member or volunteer is safe and suitable to work with children is an ongoing process. Inductions for staff 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 Risk Management Plan and our Child Safe Reporting Policy, ensuring that that new staff and volunteers are advised of their reporting obligations and how to identify and raise a child safety concern
- a tour of our premises explaining any physical risks new recruits should be aware of (which are included in our Child Safe Risk Management Plan) and relevant behaviours on site as set out in the our Code of Conduct, including the use of personal devices
- ensuring new recruits complete required child safe training (see below), and
- 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 [6-month probationary period – adjust to suit your organisation or for temporary roles] for all workers to make sure they are a good fit with our organisation.

Child safe training

New staff and volunteers should complete required child safe training. We encourage everyone to do introductory child safe training through the OCG.

Staff and volunteers also receive ongoing child safe training.

Child Safe Code of Conduct review

Staff and volunteers 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 and volunteers must be asked to re-read and sign it. Signed copies should be kept on file.

Next review date

Ali Williams will review this policy annually on 2/02/2026 unless there are any incidents, in which case it will be reviewed immediately.

This sample was developed by the NSW Office of the Children's Guardian.
For more information on recruitment, induction and training processes, see Part A of the Child Safe Recruitment and the Working with Children Check handbook.
For more free child safe resources, visit ocg.nsw.gov.au/our-resources.

Appendix A

Interview template

Position title	
Name of applicant	
Interviewers	
Date	

Welcome applicant, introduce interviewers, and describe the organisation and the role.

1. What interests you about the role?

2. What skills and experience can you bring to our programs, activities or services?

3. Can you tell me what you understand about Child Safe policies? What do you think of them?

Sample behavioural questions

4. Can you describe a time when you have worked well with children. What happened and what was the outcome?

5. Can you describe a time when you have had to respond to a child with challenging behaviour, what happened and how did you deal with it?

6. Can you describe a time when you have helped a child, what happened and what was the outcome?

Sample scenario-based questions

7. You've entered a room and witnessed two children becoming increasingly frustrated with each other over the ownership of a piece of equipment. One of the children has behavioural issues and is known to bite other children. What do you do?

8. A colleague, who is great with children, has told you that they take pictures of them while at the centre and send them to their parents using their phone. How would you respond?

9. Your co-worker has just strongly disciplined a child for what you believe to be a minor matter. How do you deal with it?

Other comments:

Surname		**First Name**	
Role applied for		**WWC number***	
Date verified		**Outcome (cleared, barred etc)**	

*If someone has just applied for a WWCC, they will have an APP (application) number not a WWC number. They are allowed to work in child-related roles. You should verify their APP number, and then their WWC number when they obtain it. More information on this is in the WWCC section of this resource.

Panel member	Position	Signature	Date
Name			
Name			
Name			

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Appendix B

Referee interview template

Candidate name			
Referee name			
Organisation			
Referee position		**Date**	
Referee email		**Phone**	
Employment period		**Reference check conducted by**	

‘Candidate’ has provided your name, as a referee, and I’d like to obtain some information from you about them.

Under privacy laws, ‘candidate’ can now access the information you give us. Equally, you may gain access to the information that you give me by contacting Whyld Equestrian Coaching.

Are you happy to proceed?

Introductory

1. Describe the nature of your relationship to ‘candidate’. (Are they ‘candidate’s’ manager, etc?)
2. Can you please confirm their employment record (including position, responsibilities, start, and finish dates)?
3. Can you please confirm remuneration details where possible (confirm base, superannuation, bonus/ commission)?
4. What were the key technical aspects of the role and how well did ‘candidate’ perform them?
5. What key behaviours and personal attributes were required to successfully perform this role and how well did ‘candidate’ demonstrate these?

Candidate’s skills

6. Who did this role require the ‘candidate’ to liaise with on a regular basis, and how well did they communicate with them?
7. Was ‘candidate’ responsible for managing people? If so, please comment on their management skills and style of management.
8. What do you consider to be ‘candidate’s’ main strengths (explore technical skills, personal attributes and anything else of relevance)?
9. Please describe any areas of improvement you observed (such as where support and training was required).
10. What were ‘candidate’s’ most significant achievements in your organisation?
11. To what level do you think they met the desired objectives of the role (explore and ask for examples)?
12. What management style does ‘candidate’ respond to best?
13. What was the level of drive and motivation ‘candidate’ displayed while working in your organisation?
14. Please comment on ‘candidate’s’ attendance record (including punctuality and reliability).
15. Please comment on ‘candidate’s’ honesty and integrity.
16. Work, health and safety is a critical component of every workplace. Please describe ‘candidate’s’ commitment and approach to work, health and safety (explore in further detail if applicable).
17. Please explain, as you understand it, ‘candidate’s’ reasons for leaving (where unsure, attempt to determine whether the parting was amicable).
18. What roles do you think candidate would be suitable for in the future?
19. Please comment on how suitable you think they are for the job they’ve applied for (where appropriate).
20. Do you have any further comments that would assist us in considering ‘candidate’ for this role?
21. Hypothetically, would you or your company re-employ ‘candidate’?
22. Do we have permission to disclose your comments to selected potential employers if required?
23. May we contact you again for any further clarification?

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