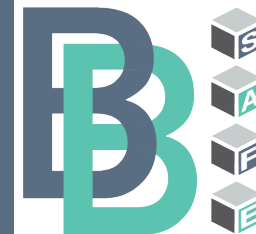


Recruiting for safeguarding – ten tips



1. State your organisation's commitment to safeguarding in job ads, calls for volunteers, position descriptions and recruitment information packs
2. When interviewing, ask: Why do you want to work with [your clients]? How do you maintain professional boundaries in working with these clients?
3. Explore full employment history during the recruitment process, including reasons for leaving positions, gaps, and any time worked overseas
4. No cutting corners on reference checks – insist on two as a minimum, preferably with recent supervisors. Understand the relationship between the person and the referee and ask directly: do you have concerns with this person working with [your clients] and would you work with this person again – you might be surprised (and grateful!) for the answers
5. Undertake proper screening and probity processes (working with children checks; disability worker screening; criminal history checking, etc); make sure there is proper linking to your organisation so you will be advised of a change in status
6. Ensure new starters sign up to a living, breathing Code of Conduct – not just as an induction activity but bring it to life regularly in team meetings
7. Ensure induction includes understanding the values of the organisation and the behaviours expected in living them out
8. Make sure everyone gets regular training on safeguarding, including on prevention and the signs of grooming and abuse (not just on reporting!)
9. If someone moves from volunteer to paid employee, or is an internal appointment to a new role, do the checks again – often the new role will mean increased levels of access, and just because you have known someone for a while doesn't mean things shouldn't be checked
10. Do all this for volunteers too, as appropriate to your organisation's context!



Raise the bar – show that your organisation is a leader in safeguarding

You are sending messages about safeguarding – intentionally or not – so make sure you are sending the right messages

Don't cut corners – ask the difficult questions, insist on following your procedures - it isn't worth the risk

Anyone who cares deeply about the people you work with will have no problem going through these checks

Check out our website at www.bbsafe.com.au for more information and tips

BBSafe runs free monthly webinars on all aspects of safeguarding. Join our mailing list so you know what's coming up www.bbsafe.com.au

Contact us if you have any questions or are involved in an organisation working with children or vulnerable adults and you would like more information sarah.lim@bbsafe.com.au