

# Sample Recruitment practices for child safe organisations

## Selection criteria

The following selection criteria apply for all musical directors:

- Candidates must have experience working with children.'
- Candidates must be able to demonstrate an understanding of appropriate behaviours when engaging with children.
- Candidates must demonstrate that they are able to address the needs of children with a disability, Aboriginal cultural safety and awareness and cultural safety for children from culturally and/or linguistically diverse backgrounds

Upon being selected, Candidates will receive training in Child Safety requirements and also sign the Child Safety Code of Conduct.

## Advertising

Advertising for musical directors is done through the (xxxx) and includes:

- A message about (organisation).’s commitment to child safety.
- Reference to (organisation).’s Code of Conduct and Child Safety Policy.
- A statement that appropriate rigorous reference and background checking will be undertaken, including a Working with Children Check
- A statement that (organisation). is committed to the safety, participation and empowerment of all children, including those with a disability
- A statement that (organisation). is committed to cultural safety, inclusion and empowerment of Aboriginal children, their families and communities
- A statement that (organisation). is committed to the safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds

## Interviews

The interviews are conducted by the President and/or Vice President of (organisation)., together with a small group of volunteers.

The Interview selection process is based on merit and encourages people with a disability, people of Aboriginal background and people from a culturally and/or linguistically diverse backgrounds.

## Pre-employment screening

The following pre-employment checks are undertaken:

### **Working with Children Check**

Whether the applicant holds a valid Working with Children Check, if required.

OR

If the applicant does not hold a valid Working with Children Check, and it is required, has the applicant provided evidence that they have applied for a Working with Children Check.

### **Referee checks**

(organisation). requires at least 2 referees and both are contacted to provide insight into the applicant's character and skills.

## Probation periods

Probation periods are used where considered necessary.