

SAFETY CHECKING OF VOLUNTEERS / STUDENTS POLICY

August 2016

RATIONALE

Under the Vulnerable Children's Act 2014, Playcentre is required to safety check Core and Non-Core Workers. For Playcentre this includes centre members when they enrol in Course 2 or above.

KEY POINTS

Volunteers/Students enrolling in C2 or C3 are regarded as Non-Core Workers
Volunteers/Students enrolling in C4 and above are regarded as Core Workers
Members can attend course discussions before they have completed a safety check but no course work can be done until "approved" and "enrolled".

PROCEDURE FOR VOLUNTEERS / STUDENTS

1. Safety Checking Packs are included with the **Adult Enrolment forms**, these will include a **Safety Checking of Volunteers / Students Form**, a **Police Vet form**, and a **Centre Based Interview Form**.
2. Centre Education Officer (or other nominated office holder) ensures that the forms are filled in correctly and verifies two forms of ID by writing their office holder role and signing and dating the photocopy. The **Police Vet form** must come in as soon as possible but no later than the C2 Enrolment Form.
3. At some time during Course One the Education Officer (or other nominated office holder) conducts a short verbal interview using the set questions in the **Centre Based Interview Form** and completes the **Safety Checking of Students/Volunteers Form**.
4. The completed **Safety Checking Pack** is returned to Association Headquarters. Centres should note the postal date in the outbound correspondence register.
5. The Association Secretary will review the centre based interview, process the Police Vet, and contact the referees. Should the centre based interview be unclear they will also conduct a supplementary phone interview.
6. The Association Secretary will undertake a risk assessment based on the Safety Check – including the interview.
7. If there are no concerns – Continue to step 9.
8. If concerns arise - the Association Secretary will bring the concerns to the Management Team for discussion as an In-Committee item and then either develop an action plan based on the specific concerns and the member's right to privacy, or decline the C2 or above enrolment.
9. The Student and centre will be notified of the outcome, and advised that (if already received) their Course 2 or above enrolment will now be processed or declined.
10. The Education Support Administrator will be notified when to process the Course 2 enrolment, and the Police Vet expiry date will be entered into the Education Database and printed on the Persons Responsible List.
11. All Safety Checks forwarded to the Education Support Administrator by the Association Secretary will be filed with the students individual training record and held securely. All declined enrolments will be noted in the Management Team In-Committee minutes.

SAFETY CHECKING OF VOLUNTEERS / STUDENTS FORM
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Student Name:		Centre:
Student Phone:		Student Email:
5 Year Work History CV		
Year/s	Employer (Volunteer or Paid, or N/A)	Role
Referee: (not related or extended family)		
Name		
Relationship		
Contact		
Safety Checking Requirements: (To be completed by Centre Office Holder)		
	Details:	Name/Date
Primary ID	Attached and Verified Y/N (circle one)	
Secondary ID	Attached and Verified Y/N (circle one)	
Identity Confirmed	Photo included on ID matches applicant, OR Identity referee documents attached (delete the option that does apply)	
Police Vet form completed:	Attached Y / N (circle one)	
Centre Based Interview completed:	Attached Y/N (circle one)	
Recommendation from Interview:	Is a follow up Interview required? Y/N	
ASSOCIATION SECRETARY USE ONLY:		
Police Vet Submitted		
Police Vet Returned	Outcome:	
Referee Contacted	Outcome:	
Risk Assessment	Approved / Action Plan (attach) / Declined	
Student Informed:	Email / Phone / Mail	

CENTRE BASED INTERVIEW FORM

INSTRUCTIONS:

The President, Education Officer, Course 1 facilitator or other nominated centre member can conduct this interview.

The persons responses need to be recorded on this form and the form sent to the Association Secretary of North Shore Playcentre Association along with the Safety Checking of Volunteers/Students Form and Police Vet form.

There are NO RIGHT OR WRONG ANSWERS, we would just like the person's honest opinions.

Centre Name: Person Interviewed (Print):

Completed by (Print): Signature:

Date:.....

QUESTIONS:

1. How do you feel about group supervising other people's children?
2. How would you deal with a young child hitting you?
3. How do you believe children should be disciplined?
4. Can you give me an example of good adult behaviour when working with children?
5. Have you ever had a complaint made about an interaction you have had with a child and how did you respond?
6. How do you react to being given instructions in work environment? What if it was negative feedback?
7. What kind of relationships do you hope to develop with the children and families in Playcentre?