



CAMP GAN YISROEL NSW
Chabad Youth NSW

Child Safe Recruitment, Induction and Training Policy

Purpose of This Policy

The aim of this policy is to ensure that staff responsible for recruitment, induction and training at Chabad Youth NSW follow consistent child safe practices. This includes robust candidate screening, comprehensive induction, and ongoing training to ensure every person working or volunteering in child-related roles is safe, suitable and well-prepared to uphold our organisation's commitment to child safety.

The policy sets out the processes for child safe recruitment of staff and volunteers for any child-related roles. It also includes the induction process for new recruits and volunteers, and further training that may be required for all staff, including volunteers, 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 must be applied to anyone we are considering for a child-related role at Chabad Youth NSW. It applies to staff and volunteers involved in recruitment and onboarding, and covers any positions involving:

- supervision of children
- unmonitored engagement with children
- offsite child-related activities
- access to children's personal information
- transporting children

Processes for Child Safe Recruitment

Employees

1. Include our commitment to child safety in our advertising

Our job advertisements include details about our commitment to being child safe. We let potential staff 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 Chabad Youth NSW we conduct a robust interview process. This involves:

- **Setting up an interview panel:** deciding who will take part in the selection process to help pre-assess applicants and conduct interviews.
- **Short-listing:** pre-assessing applicants' suitability to work with children and developing a short list.
- **Having the interview:** deciding the questions to ask. For child-related roles, questions generally focus on the applicant's experience in previous child-related roles.



- **Assessing candidates and making the final selection:** the panel discusses the interviews and notes strengths and weaknesses to decide on the best candidate.

Appendix A provides the document we use to support the interview process.

3. Check references

Each candidate must provide the details of two referees. At least one referee should be from their most recent role, and 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, but should not be from family members or given as much weight as professional references. We ask each referee whether they see any issues with the applicant working with children. Appendix B provides the document we use to support reference checking.

4. Screen and verify the 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 WWCC clearance (unless exempt). Volunteers must also hold a cleared and verified WWCC before commencing. Where applicable, volunteers are interviewed or complete a child safety questionnaire and provide at least one non-family referee. Before commencing employment, we make sure the applicant has a cleared WWCC and verify it on the OCG's website. We keep records for each verified worker, including:

- full name
- date of birth
- WWCC number
- verification date
- verification outcome
- expiry date of WWCC
- 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 expiry), and remove anyone whose WWCC status is barred, interim barred, 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.

Volunteer Screening

Before commencing, volunteers working or interacting directly with children must also have a cleared and verified Working with Children Check, unless exempted, following the processes above for new employees. Where possible, we undertake an informal interview with new volunteers as part of screening. If we are unable to conduct an interview, we ask volunteers to complete a child safe questionnaire before they are permitted to work with children, asking them to describe their beliefs and values in relation to working with children and what they understand about being a child safe organisation. Volunteers should also provide at least one referee — ideally someone who has worked with them in a previous role — and we check whether the referee has any issues with the person working with children.

If We Are Notified 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 if the Office of the Children's Guardian (OCG) has determined they are a risk to working with children. When the OCG bars a person in our organisation, they will contact our registered 'contact person' to determine whether the worker is



currently working with children. We must respond promptly and accurately. If we confirm the worker is working with children, the OCG will issue a formal written notification advising us to remove them. We must take immediate action and respond to the OCG in writing confirming removal. A record must be kept of our actions, treated confidentially and shared only with those who need to know.

Child Safe Induction

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 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 (included in our Child Safe Risk Management Plan) and relevant behaviours on site as set out in our Code of Conduct, including the use of personal devices
- ensuring new recruits complete required child safe training
- monitoring and supervision

We support new recruits and volunteers with appropriate instruction and feedback, including regular oversight as they become familiar with the role. There is a probationary period for all workers to make sure they are a good fit with our organisation.

Child Safe Training

All new staff and volunteers are required to complete child safe training as part of their induction. We strongly encourage participation in the introductory training facilitated by Deborah Blackman of Educare. Ongoing education is essential, and all team members must engage in continued child safety training relevant to their roles, including sessions delivered by Educare and other accredited modules. Every volunteer and paid staff member must sign a Code of Conduct agreement confirming they have been trained, supervised, and fully understand the organisation's Code of Conduct, reporting obligations and child safety policies.

Review

Avremi Joseph and Elimelech Levy will review this policy annually, unless there is an incident, in which case it will be reviewed immediately.

Review

This policy will be reviewed annually. The review will be conducted by management, employees, families and interested parties.

Last reviewed: June 2025

Date for next review: 16 June 2027