



Child Safe Recruitment Policy

Purpose

The Australian Agricultural Centre (AAC) is committed to ensuring that all staff, contractors, and volunteers who work with children and young people are suitable, appropriately qualified, and share our commitment to child safety and wellbeing.

This policy outlines the recruitment and screening processes used to safeguard children and uphold our duty of care.

1. Advertising

- All job advertisements for positions involving contact with children will include:
 - A clear statement of AAC's commitment to child safety.
 - A requirement that all successful applicants must hold a valid **Working with Children Check (WWCC)** and comply with AAC's Child Safe Code of Conduct.
 - Reference to AAC's policies on **Child Safety, Code of Conduct, and Mandatory Reporting**.
- Position descriptions will outline child safety responsibilities and behavioural expectations consistent with the **Child Safe Standards**.

Example statement for advertising:

"The Australian Agricultural Centre is committed to child safety. We value diversity, inclusion, and the right of every child to feel safe and respected. All applicants for roles involving children must hold a valid Working with Children Check and comply with our Child Safe Policy and Code of Conduct."

2. Assessing Suitability

AAC applies rigorous screening and assessment to all staff, contractors, and volunteers working directly or indirectly with children.

This includes:

- Evaluating each applicant's understanding of child safety, ethical behaviour, and professional boundaries.
- Conducting face-to-face or video interviews that include **child-safe behavioural questions**, such as:
 - "Describe a time you managed inappropriate behaviour by a young person."
 - "What steps would you take if you suspected a child was at risk?"
- Considering any potential **conflicts of interest** or previous disciplinary actions.
- Ensuring roles with higher levels of responsibility or unsupervised contact with children receive additional scrutiny.



3. Reference Checks

Before appointment:

- At least **two professional references** must be obtained, including one from the most recent employer.
- Referees must be asked **specific questions** about the applicant's suitability to work with children, including:
 - "Have you ever had concerns about this person's behaviour towards children?"
 - "Would you be comfortable with this person working directly with children?"
- Notes from reference checks are to be **documented and securely stored**.

4. Working with Children and Other Checks

All staff, contractors, and volunteers engaged in child-related work must:

- Hold a **current, valid Working with Children Check (WWCC)** before commencing any duties.
- Provide the **WWCC number** and **date of birth** to AAC for verification through the **NSW Office of the Children's Guardian**.
- Undergo additional screening where relevant, such as:
 - **National Police Check** for positions of trust or overnight supervision.
 - **Identity verification** (photo ID, proof of qualifications).
- AAC will **record, verify, and track expiry dates** of all checks in a secure compliance register.

5. Induction

All new staff, contractors, and volunteers must complete a **child safety induction** before starting work. This includes:

- AAC's **Child Safe Policy** and **Code of Conduct**.
- **Reporting procedures** for concerns, disclosures, or breaches.
- Duty of care and professional boundaries.
- Understanding of **mandatory reporting obligations** under NSW law.
- Familiarisation with supervision requirements and program-specific risks.

Each person must sign:

- **Acknowledgment of Understanding** of child safety responsibilities.
- **Agreement to abide** by the AAC Child Safe Code of Conduct.

6. Ongoing Training and Supervision

AAC provides **continuous learning and support** to promote safe practices and awareness:

- Annual **child safety refresher training** for all staff and volunteers.
- Targeted professional development for program leaders, educators, and supervisors.
- Regular **team briefings** on emerging risks, case studies, and lessons learned.
- Monitoring of compliance with policies and review of behaviour against the Code of Conduct.
- Staff encouraged to **raise concerns early** and participate in regular reflection on child-safe culture.



7. Record Keeping and Review

- Recruitment and screening records are securely stored and accessible only to authorised personnel.
- This policy will be **reviewed annually**, or sooner if legislation or AAC operations change.
- Any breaches of the recruitment policy are investigated and addressed under AAC's **Disciplinary and Reporting Procedures**.

Policy Owner:

Chief Executive Officer – Australian Agricultural Centre

Last Reviewed:

November 2025

Next Review Date:

November 2026