



VIVERE MUSIC

CHILD SAFE RECRUITMENT, INDUCTION AND TRAINING POLICY

PURPOSE

The aim of this policy is to make sure that staff responsible for recruitment, induction and training of staff and volunteers at Vivere Music uphold our child safe recruitment, induction and training practices.

The policy sets out the processes for child safe recruitment of staff and volunteers for any child-related roles. The policy also includes the induction process for new recruits and volunteers, and further training that may be required at times for all staff, including volunteers. This is 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 set out in this policy must be applied to anyone we are considering for a child-related role at Vivere Music.

This includes roles that involve any of the following:

- supervising children
- being alone with children or engaging with them in a way that is not observed or monitored
- taking part in activities with children away from the organisation's usual location
- having access (online or paper based) to a child's or children's personal and/or confidential information
- having any other type of unmonitored contact with children.

PROCESSES FOR CHILD SAFE RECRUITMENT FOR STAFF

MUSIC TEACHERS

Include our commitment to child safety in our advertising

Our job advertisements include details about our organisation's commitment to being child safe. We let potential staff members 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.

Conduct a robust interview process for new employees

At Vivere Music we conduct a robust interview process. This involves:

1. **Setting up an interview panel:** we decide who will take part in the selection process to help pre-assess the applicants and conduct the interviews
2. **Short-listing:** we pre-assess applicants' suitability to work with children and develop a short list
3. **Having the interview:** we decide on the questions we want to ask. For child-related roles, questions will generally focus on the applicants' experience working in previous child-related roles
4. **Assessing candidates and making the final selection:** the panel discuss the interviews and make notes on strengths and weaknesses to help them decide on the best candidate.

Check references

Each candidate must provide the details of two referees.

At least one of the referees should be someone from their most recent role.

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. However, these should not be from family members or be given as much weight as professional references.

We ask each referee whether they see any issues with the applicant working with children.

See **Appendix B** for a template to support the reference checking process.

Screen and verify applicant's Working with Children Check

In NSW all adult workers in child-related work, whether paid or unpaid, must hold a Working with Children Check (WWCC) clearance or a current application for a WWCC (unless they are subject to an exemption).

Employers have legal obligations around working with children. It is against the law to engage anyone in child-related work without a WWCC. If a worker or volunteer requires a WWCC there are actions our organisation must take.

Before commencing employment, we make sure the applicant has cleared WWCC and we verify it on the [OCG's website](#).

We keep records for each verified worker, including:

1. Full name
2. Date of birth
3. WWCC number
4. Verification date
5. Verification outcome
6. Expiry date of WWCC
7. 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 their WWCC expires, and
- remove anyone whose WWCC status is barred, interim barred, whose WWCC 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.

WHAT TO DO IF OUR ORGANISATION IS NOTIFIED THAT 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 from working with children if the Office of the Children's Guardian (OCG) has determined that the person is a risk to working with children.

When the OCG bars a person in our organisation from working with children, they will contact the person registered as our 'contact person' when we initially registered as an employer in the WWCC system. The purpose of the initial contact is to determine whether the worker is currently working in our organisation, and whether they are working with children.

It is important that we respond to this request promptly and accurately.

If we have confirmed that the worker is working with children in our organisation, **the OCG will issue a formal written notification** advising us to remove the worker from working with children.

Once this has been received, we need to take immediate action and respond to the OCG in writing, confirming that the worker has been removed from working with children.

A record must be kept of our actions. This information should be treated confidentially and only the people in the organisation who need to know this should be advised.

More information on how to manage a barred worker can be found in the OCG's [Child Safe Recruitment and Working with Children Check](#) handbook and on [the OCG website](#).

CHILD SAFE INDUCTION

At Vivere Music we recognise that 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 that the 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 (which are 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 (see below), and
- monitoring and supervision.

We support new recruits and volunteers with appropriate instruction and feedback when needed, including regular oversight as they become familiar with the new role.

There is also a (6-month probationary period) for all workers to make sure they are a good fit with our organisation.

CHILD SAFE TRAINING

New staff and volunteers should complete required child safe training. We encourage everyone to do introductory [child safe training](#) through the OCG.

Staff and volunteers also receive ongoing child safe training. We encourage everyone to do additional [child safe training](#) through the OCG, dependent on their role in the organisation. We also ask staff and volunteers to complete Child Safe eLearning and Responding to Reportable Allegations course on the [OCG's website](#).

CHILD SAFE CODE OF CONDUCT REVIEW

Staff and volunteers are told when we are reviewing our child safe policies and we invite them to contribute. When our Child Safe Code of Conduct is reviewed and updated, staff and volunteers must be asked to re-read and sign it. Signed copies should be kept on file.

NEXT REVIEW DATE

Catherine Ho will review this policy annually on **09 Jan 2027** unless there are any incidents, in which case it will be reviewed immediately.