

Fact Sheet 5

Child Safe Environments

Screening process

You have ended the interview and given the volunteer the registration and provisional application form. Get them to complete this before leaving the interview or organise for them to send it to you as soon as possible.

Some people are afraid that extensive screening will scare away potential volunteers. Candidates need to understand the reason for a thorough process and it also gives you an opportunity to see if the volunteer is going to be dedicated to the position.

Referee check

Once you have received their membership form you must ensure that you complete the referee checks. No forms will be entered in the database until these referee checks have been done and the forms has been filled in completely.

Here is a template to make those phone calls

My name is.....from.....Guide District/Region. I am calling with regards to a referee check for He/She has applied for a position as a.....in my District/Region. As this position has a high level of trust, I need to follow up on the referees as a requirement of Girl Guides South Australia screening process. I would like to ask you some questions about.....Is this a convenient time or should I ring back? The position ofthat.....has applied for involves working with girls between the ages ofand with adult members of the District/Region or alternative.....

1. How long have you know.....and in what capacity?
2. Can you confirm the following details for.....-check name, address, employment, etc.
3. What strengths canbring to this position?
4. This position involves working with children, parents and volunteers. Do you know what experience she has had working with children in the past? In what capacity/
5. From your knowledge of....., do you believe that he/she would be suitable for the position?
6. Have you any comments you wish to add?

Thank you for your time. I appreciate your assistance.

Be aware

It is not easy to identify adults who abuse children. All social classes, races, and vocations are represented. So when going through the above questions with a referee be alert to anything that does not feel right. If you feel that a referee is not being honest take note of this. Remember all personal information should be consistent throughout the expression of interest form, application form and child protection screening. Remember to query erratic behaviour with past employment or constant change of address. Beware if someone had a particular interest in a group of children who they have created a special friendship with. As teamwork is vital for our organisation be aware if someone seems to not value or need supervision or accountability.



GIRL GUIDES
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Police Checks

All volunteers who work with children need to complete a South Australian Police National Police Check Application or have an appropriate approved child safe screening certificate before the commence their volunteer position.

The process for a police check is as follows

- Ask the new volunteer to go to the SAPOL website this is the current link to the police check page <http://www.sapolice.sa.gov.au> and click on National Police Clearance
- The volunteer then completes the form online and prints a copy
- The volunteer then takes the form with the required identification to their closest Police Station to be stamped.
- The volunteer then needs to send the form into Guide House
- Staff will put all appropriate information required by Girl Guides onto the form and send it to the Police Records Office.
- Once the volunteer has received the certificate they should send or come into Guide House with the original or a copy



Once staff have received the police clearance and recorded information into the database the volunteer is able to work with youth this process will take about 2-3 weeks upon the Police Records Office receiving the form.

Make sure that all new volunteers are also directed to the Play by the Rules Website this can be found at <http://www.playbytherules.net.au/>



Girl Guides South Australia Child Safe Statement (work in progress)

All children who come to Girl Guides South Australia have a right to feel and be safe. We are committed to the safety and well-being of all children and young people accessing our services and the welfare of the children in our care will always be our first priority. We aim to create a child safe and child friendly environment where all children are valued and feel safe.

We have appointed a child safety officer as a first point of contact to provide advice and support to children, parents, employees and volunteers regarding the safety and well-being of children in our organisation