



## Fact Sheet- Behavioural based Child Safe Interviews

The Society strives to work with the wider community to prevent all forms of abuse against children and young people and to ensure that the inherent dignity, care and wellbeing of all children and young people is upheld.

The Society requires all new members, volunteers and employees to be interviewed and to provide the contact details of 2 referees prior to commencement of their role from 1 April 2017.

**All interviews should include behavioural based child safe interview questions.**

### Child Safe Interviews:

- Use an interview guide that reflects the key selection criteria and child safe awareness of the applicant.
- Open questions should be used and answers probed, be curious.
- Situational Interviewing – use child safe scenarios for roles working directly with children and young people.
- Use Behavioural interviewing.

### Behavioural Based Interviews:

Behavioural interviewing is based on the assumption that past behaviour is the best predictor of future behaviour. Candidates are asked to provide examples of their past behaviour in situations relevant to the role:

- Context – what was the situation?
- Action – what did you do?
- Result – what was the outcome?

Structured interviews that incorporate behavioural based questions have been found to be more effective.

### Behavioural based Interview Questions:

- Describe a time when you had to manage a child whose behaviour you found challenging?
- What are your views about touching children and young people? When might it be appropriate to comfort them by putting an arm around them?
- Have you ever had a child or teenager make a sexual advance towards you? Why might this happen? What did you do, or what might you do?
- Give an example of a situation where you had to speak up about concerns regarding a colleague. How did you approach it? What was the outcome?

### Ethics Based Interviews

Ethics govern the moral decisions and judgment calls we make in life and in business. Interviewing a candidate about ethics involves delving into their personal belief system and learning about how they would handle ethical workplace dilemmas. Ethics based questions are used to determine if the candidate's personal values align with that of the Society. This is particularly important where roles have interactions with children, young people and vulnerable adults.

- Ask open-ended questions that allow a candidate to offer a narrative response rather than a simple yes or no answer

### **Ethics Based Interview Questions:**

- Relationships with Children: Can you describe the essential ingredients in the relationships between adults and young people/children?
- Boundaries: What are some of the ways in which workers can ensure that professional boundaries are maintained?
- How would you describe your boundaries when working with children?
- Ethical Dilemma: What have you done when a colleague/friend has broken a rule, procedure or code of conduct?

### **General Child Safe Interview Questions:**

These questions may be used in any roles within the Society and adjusted appropriately.

- St Vincent de Paul is a Child Safe organisation and has a strong focus on keeping kids safe. What is your understanding of the phrase 'child protection'?
- Why do you think 'child protection' is important?
- Tell us why you want to work with children?
- Tell us about a time when you had to comfort a distressed child?
- Tell us about your experiencing working / volunteering with children?
- What is your understanding of the phrase 'mandatory reporter'?
- Have you ever been investigated in relation to your conduct with children and young people?
- Do you think that children and young people need special friends or mentors at times? How might you be a mentor for a young person without getting too close?

### **Pre-Employment Red Flags:**

- Gaps in employment history. Probe any gaps in the candidate's employment history. Gaps could indicate a period of incarceration or may be with an employer that the applicant wishes not to disclose.
- Ask the candidate directly about their desire to work with children and young people. Probe any response appropriately.
- If the candidate becomes flustered or provides inappropriate responses when probed on any question in relation to their dealings with children and young people.

### **Pre-Employment Requirements:**

- You must contact your HR Business Partner or Manager for the next steps in the recruitment process.

### **Post-Employment Supervision:**

- Make reference to your Code of Conduct and Child Safe policies and procedures in employment contracts/letters of offer.
- Provide the Employee with an Induction and complete Induction Checklist.
- Ask them to sign an acknowledgement of receipt.
- Conduct Organisational Child Safe Induction and local Orientation.
- Always use Probationary periods of up to 6 months – Conduct Probation review prior to the end of the Probation Period.
- Monitor performance and review with Employee every 6 months.