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## CHILD SAFETY AND WELLBEING STAFFING AND VOLUNTEER PROCEDURE

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**Responsible Officer:** Jacinda Armstrong, CEO

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### Introduction

These staff recruitment, supervision and training procedures form part of Playgroup Tasmania's Child Safe, Child Friendly framework and align with the Child Safety and Wellbeing Policy.

### Child Safety and Wellbeing Staffing and Volunteer Procedure

#### Child Safe Recruitment and Screening

Recruitment and screening of staff and volunteers will reflect Playgroup Tasmania's commitment to protect children. Checks and procedures are in place to screen out anyone who may be unsuitable to be in contact with children and young people and to attract the safest people who share Playgroup Tasmania's values and commitment to protect children.

All employment contracts must contain provisions for dismissal, suspension or transfer to other duties for any personnel who breach the Child Safety and Wellbeing Policy and Code of Conduct.

Playgroup Tasmania has a robust recruitment and screening process for all employees, volunteers and Board members

These include:

- National Police check prior to engagement
- Registration to Work with Vulnerable People (RWVP)
- Child safety and wellbeing related interview question
- Two verbal referee checks for the preferred candidate – including a question relating to the applicant's general conduct. One reference must be from the person's current or most recent employer
- Signing of the Child Safety and Wellbeing Policy, Code of Conduct and Child Safety and Wellbeing Declaration prior to commencing with Playgroup Tasmania

## Child Safety and Wellbeing Procedure

Additional procedures for those working with children or having access to child sensitive data

- Targeted/behavioural based interview questions used to determine attitudes, motivations, and values in regard to children and young people and working with them.
- Referee check to include questions regarding any concerns about candidate's conduct when working or interacting with children and young people as well as their reliability in handling sensitive or confidential information.

These procedures must be evidenced by the following documentation on the personnel file

- National Police check
- Registration to Work with Vulnerable People as employee or volunteer
- Notes from verbal referee checks
- Interview record incorporating behavioural-based interview questions that are specific to positions that involve working with children
- Referee check report
- Signed copies of the Code of Conduct and Child Safety and Wellbeing Declaration

### Support, Supervision and Training

To create and support best practice working environments where risks to children and young people are minimised, all employees are required to:

- Participate in induction, training and education processes on an as required basis
- Receive regular mentoring and supervision from their relevant supervisor
- Participate in an annual formal performance review and development plan
- Undertake Child Safety training (including Mandatory Reporting training) as required

All staff, Board Members and volunteers of Playgroup Tasmania are required to participate in a refresher Child Safety and Wellbeing Policies training session every two years.

All playgroup leaders must be provided with an induction on the Child Safety and Wellbeing Policy, Code of Conduct and Child Safety Reporting Policy and Procedure and are required to complete Child Safety Training. Playgroup Tasmania expects that at each playgroup session at least one leader or playgroup contact has a valid Registration to Work with Vulnerable People (RWVP).

A Playgroup Tasmania representative will conduct checking of RWVP status for all staff and volunteers on a quarterly basis.

## Child Safety and Wellbeing Procedure

Playgroup Tasmania is committed to the safety and wellbeing of children. We recognise that child safety and protection is a complex issue to understand. Employees and volunteers will be provided with opportunities to undertake appropriate professional development to assist them in the identification of possible child abuse and to assist in developing skills in responding to children who may have been abused. Playgroup Tasmania will inform staff and volunteers of training and education activities related to child development, child safety and wellbeing and protection.

All staff and volunteers are provided with the Playgroup Tasmania Child Safety and Wellbeing Policy, the Child Safety and Wellbeing Code of Conduct and the Child Safety and Wellbeing Reporting Policy and Procedure as part of their recruitment and induction and they are expected to follow these policies.

If employees and volunteers do not follow the Playgroup Tasmania policies and procedures and place children at risk, it may be considered to be a case of serious misconduct and may result in summary dismissal and the involvement of Tasmania Police.

### **Contractors**

Contractors engaged to work with playgroup families will be required to provide evidence of Working with Vulnerable Person registration and to acknowledge the Playgroup Tasmania Child Safety and Wellbeing Policy and Code of Conduct.

### **Visitors to playgroups**

Incidental visitors to playgroups will be assessed on a case-by-case basis and include risk assessment and the implementation of strategies or actions to minimise any perceived or actual risk to children.