



# **TCDA Child Safe Recruitment, Induction and Training Policy**

**Version 1**  
**March 15, 2025**

**TCDA Pty Ltd**  
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**TCDA Director:** Paul Singh  
**Responsible Officer:** Paul Singh  
**Signed:**

**Date:** 6 January 2026  
**Revision:** 1

## **Purpose of this policy**

The aim of this policy is to make sure that staff responsible for recruitment, induction and training of staff and volunteers at Tamworth City Dance Academy (TCDA) 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 TCDA.

This includes roles that involve any of the following:

- Teaching or 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
- Transporting children
- Having any other type of unmonitored contact with children

## **Processes for child safe recruitment for staff and volunteers**

### **Employees**

#### **1. 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.

#### **2. Conduct a robust interview process for new employees**

At TCDA we conduct a robust interview process. This involves:

a. **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

b. **Short-listing:** we pre-assess applicants' suitability to work with children and develop a short list

c. **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

d. **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.

See **Appendix A** for a template to support the interview process.

#### **3. 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.

#### **4. 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 WWCC clearance or a current application for a Working with Children Check (WWCC) clearance (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 a 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.

#### **5. Assess cultural fit and commitment to child safety**

TCDA's policy of only engaging teachers from within our ranks leads to a cohesive and unified culture. This approach allows us to ensure that new teachers understand and are committed to our values, including our strong focus on child safety.

We assess each candidate's understanding of child safety principles and their alignment with TCDA's values of integrity, courage, accountability, respect, and excellence.

## Volunteer screening

Before commencing, volunteers working or interacting directly with children in our organisation must also have a cleared and verified Working with Children Check, unless they are exempted. This should follow the processes set out above for new employees.

Where possible, we undertake an informal interview with new volunteers, as part of our screening process. This should follow the general principles outlined above for employees.

Volunteers should also provide at least one referee -- ideally someone who has worked with them in a previous role (paid or unpaid). We check with the referee whether they have any issues with the person working with children.

For Teaching Assistants and Junior Teachers who are under 18 years of age, we provide specialized training on professional boundaries and child safety as outlined in our Code of Conduct.

## 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 TCDA 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 that new staff and volunteers are advised of their reporting obligations and how to identify and raise a child safety concern
- Information about TCDA's obligations under the Reportable Conduct Scheme and how to report allegations of reportable conduct
- 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
- Information about proper warm-up and cool-down procedures to reduce the risk of dance-related injuries
- 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 relevant eLearning courses on the [OCG's website](#).

Additional training specific to dance education includes:

- Safe dance practices appropriate to various age groups
- Injury prevention and management
- Appropriate physical contact for dance instruction
- Managing student behavior in a dance studio environment
- Creating age-appropriate choreography

TCDA teachers are expected to participate in our Mentoring Program by supporting our Teaching Assistants and Junior Teachers. This creates a continuous learning environment where more experienced staff can guide and model appropriate behavior and teaching practices to newer staff members.

## **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.

## **Cultural safety training**

TCDA is committed to providing a culturally safe environment for Aboriginal and Torres Strait Islander children and children from culturally and linguistically diverse backgrounds. Our training includes:

- Understanding the importance of acknowledging and respecting cultural identity
- Strategies for creating inclusive environments that celebrate diversity
- Appropriate communication with children from diverse backgrounds
- Recognizing and addressing unconscious bias

## **Disability awareness and inclusion training**

To support children with disabilities, our training also covers:

- Understanding different types of disabilities
- Adapting teaching methods to be inclusive
- Communication strategies for children with different needs
- Physical accessibility considerations

## **Next review date**

Paul Singh, TCDA Director, will review this policy annually on 30 January 2027, unless there are any incidents, in which case it will be reviewed immediately.

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# Appendix A

## Interview Template

Adapt this template to suit your organisation's requirements and the role. The examples below have a strong focus on child safeguarding.

### **Position title**

Name of applicant

Interviewers

Date

*Welcome applicant, introduce interviewers, and describe the organisation and the role.*

1. What interests you about the role?
2. What skills and experience can you bring to our programs, activities or services?
3. Can you tell me what you understand about Child Safe policies? What do you think of them?

## Sample behavioural questions

4. Can you describe a time when you have worked well with children. What happened and what was the outcome?
5. Can you describe a time when you have had to respond to a child with challenging behaviour, what happened and how did you deal with it?
6. Can you describe a time when you have helped a child, what happened and what was the outcome?

## Sample scenario-based questions

7. You've entered a room and witnessed two children becoming increasingly frustrated with each other over the ownership of a piece of equipment. One of the children has behavioural issues and is known to bite other children. What do you do?
8. A colleague, who is great with children, has told you that they take pictures of them while at the centre and send them to their parents using their phone. How would you respond?
9. You notice a dancer in your class is consistently wearing inappropriate dance attire that might pose a safety risk. How would you address this situation?
10. A parent complains that their child is being excluded from a performance piece. How would you handle this situation?

### **Other comments:**

**Surname**

**First Name**

Role applied for WWC number\*

Date verified Outcome (cleared, barred etc)

\*If someone has just applied for a WWCC, they will have an APP (application) number not a WWC number. They are allowed to work in child-related roles. You should verify their APP number, and then their WWC number when they obtain it.

**Panel member Position Signature Date**

Name

Name

Name



# Appendix B

## Referee Interview Template

Adapt this template to suit your organisation's requirements and the role.

### **Candidate name**

Referee name

Organisation

Referee position

Referee email

Employment period

*'Candidate' has provided your name, as a referee, and I'd like to obtain some information from them.*

*Under privacy laws, 'candidate' can now access the information you give us. Equally, you may gain access to the information that you give me by contacting Human Resources.*

*Are you happy to proceed?*

## Introductory

1. Describe the nature of your relationship to 'candidate'. (Are they 'candidate's' manager, etc?)
2. Can you please confirm their employment record (including position, responsibilities, start, and finish dates)?
3. Can you please confirm remuneration details where possible (confirm base, superannuation, bonus/commission)?
4. What were the key technical aspects of the role and how well did 'candidate' perform them?
5. What key behaviours and personal attributes were required to successfully perform this role and how well did 'candidate' demonstrate these?

## Candidate's skills

6. Who did this role require the 'candidate' to liaise with on a regular basis, and how well did they communicate with them?
7. Was 'candidate' responsible for managing people? If so, please comment on their management skills and style of management.
8. What do you consider to be 'candidate's' main strengths (explore technical skills, personal attributes and anything else of relevance)?
9. Please describe any areas of improvement you observed (such as where support and training was required).
10. What were 'candidate's' most significant achievements in your organisation?
11. To what level do you think they met the desired objectives of the role (explore and ask for examples)?

12. What management style does 'candidate' respond to best?
13. What was the level of drive and motivation 'candidate' displayed while working in your organisation?
14. Please comment on 'candidate's' attendance record (including punctuality and reliability).
15. Please comment on 'candidate's' honesty and integrity.
16. Work, health and safety is a critical component of every workplace. Please describe 'candidate's' commitment and approach to work, health and safety (explore in further detail if applicable).
17. Please explain, as you understand it, 'candidate's' reasons for leaving (where unsure, attempt to determine whether the parting was amicable).
18. What roles do you think candidate would be suitable for in the future?
19. Please comment on how suitable you think they are for the job they've applied for (where appropriate).
20. Do you have any concerns about the candidate working with children?
21. Do you have any further comments that would assist us in considering 'candidate' for this role?
22. Hypothetically, would you or your company re-employ 'candidate'?
23. Do we have permission to disclose your comments to selected potential employers if required?
24. May we contact you again for any further clarification?