

NEW VOLUNTEER CHILD SAFE SCREENING INTERVIEW FORM



JOINING A CHILD SAFE CHILD FRIENDLY COMMUNITY

When a person expresses an interest in volunteering for a role in Girl Guiding in Australia, part of the recruitment process includes a Child Safe Screening Interview. This interview will usually be conducted by a District Manager or Region Manager. A record of the interview must be sent to the State office.

The questions included in this document should be included in the interview. Please read the GGA Guidance Note: Adults in Guiding Screening Interview before commencing the interview.

The applicant must complete and sign the Declarations.

A TELL US ABOUT YOU			
Given Name		Surname	
Address		State	Postcode
Phone		Email	
Preferred contact method	<input type="checkbox"/> Phone	<input type="checkbox"/> Email	

B INTERVIEW DETAILS (this is a record of how the information was gathered)	
Interviewer	
Role in Guiding	Time of interview
Signature	Date
If there were any additional participants in the interview please provide their name and role	
Was a Conflict of Interest declared by interviewer? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If YES , please provide brief description of conflict of interest and how it was managed For more information about conflicts of interest see GGA GUIDANCE NOTE: ADULTS IN GUIDING REFERENCE CHECK.	

C INTERVIEW QUESTIONS

1. INTRODUCTION

(make reference to any information already provided by the applicant in the NEW VOLUNTEER - FIRST STEPS FORM)

POSITION OVERVIEW – Provide a brief overview of the proposed role

Thank you for expressing an interest in volunteering with Girl Guides. Can you tell me a bit about you and why are you interested in volunteering with Girl Guides?

Do you have any prior knowledge or involvement in Girl Guides?

2. SKILLS AND KNOWLEDGE

What are the skills and knowledge you bring to Girl Guides?

Can you please tell me about a time when you have had to demonstrate skills and experience relating to the role you are applying for? (Enter role related skills)?

3. SAFETY AND WELL BEING OF CHILDREN AND YOUNG PEOPLE

Have you had any experience in working with children and or young people in either a paid or voluntary capacity?

YES NO

If YES, can you tell me a bit more about what it involved?

Life can be challenging for all of us at different times so we need to recognise that sometimes it may not be appropriate for our volunteers to be with children. Do you have any physical or mental health considerations that may prevent you from exercising your full duty of care to children? By 'duty of care' we mean your legal responsibility to adequately protect children in your care from all forms of harm.

We have a Code of Conduct that highlights the expectations of all adults associated with Girl Guides. If you are successful in this application you must adhere to the GGA Code of Conduct.

Please take a look at the GGA Code of Conduct, choose one standard and provide an example of when you have demonstrated this standard in another paid or voluntary position.

In Girl Guides we have a commitment to the wellbeing and safety of Girl Guides. This includes preventing physical, sexual and emotional abuse or neglect. Can you think of any reason why you would not be able to meet this commitment?

Please take a moment to consider the following scenario and then we will ask some questions relating to it. We are after your initial thoughts and do not expect you to know about our organisations policies and procedures.

While traveling on the bus to camp, a Youth Member tells you her step father has just moved back into the house and she doesn't feel safe when he is around because he can be quite violent towards her and her mother. She shows you a bruise on her neck and explains 'he did it when he pushed me'. The Youth Member then begins to panic and asks you to promise not to tell anyone what she has just told you.

What do you do next?

4. WORKPLACE BEHAVIOURS

Girl Guides considers all volunteers as being equivalent to any other worker in a workplace. What steps would you take to address any concerns that may arise in your Girl Guides 'workplace'?

When you join Girl Guides you will be part of a team. How would you describe your ability to work in a team? Do you have a preferred role within a team?

5. ANY QUESTIONS

Is there anything further you wish to share with us?

Do you have any questions?

D DECLARATIONS BY THE APPLICANT**Below are some declarations and certifications (answered orally, in writing or electronically by ticking box).**If the answer is **YES** to any of the questions, please provide details in the APPLICANT STATEMENT BOX below.

Have you ever been convicted of an offence that would prevent you from working with children and/or young people? YES NO

Are you currently subject to any criminal proceedings that if proven would prevent you from working with children and/or young people? YES NO

To the best of your knowledge, have you ever been the subject of an allegation involving your conduct with a child and/or young person? YES NO

Have you ever been the subject of a workplace investigation regarding the safety of children and/or young people? YES NO

Have you ever been the subject of a notification to a statutory authority regarding children and/or young people? YES NO

Have you ever been the subject of an Apprehended Violence Order (AVO) or other protection order that was made for the purpose of protecting a child and/or young person? YES NO

In submitting this application, I certify that:

- The information I have provided in this Child Safe Screening Interview is complete and correct in every detail, and I understand that deliberate inaccuracies or omissions may result in non-acceptance of my application and/or termination of my volunteering.
- I believe there is no reason for me to be considered unsuitable to work in child related volunteering or employment.
- I agree that the information provided here and in the outcome of the other child safe checks (including references, Working with Children Check, National Police Check) will form part of the consideration of my application and that information received by Girl Guides from these checks will generally not be shared with me.
- I acknowledge that if any information not disclosed in this application is brought to the attention of the organisation, or if the results of the other checks are not suitable, my application may be declined, reviewed, and/or volunteering terminated.
- I acknowledge that granting membership or ongoing Volunteer status is at the discretion of the relevant delegate of the organisation, subject to the appeal provided for in the GGA Child Safe Child Friendly Policy.
- I agree to undertake the mandatory child safe training within six weeks of my successful application.
- I acknowledge that I have been informed the Privacy Statement of Girl Guides Australia and the relevant State Girl Guide Organisation (if applicable) applies to the information gathered during the child safe child friendly screening and recruiting process and specifically consent to this information being shared with:
 - my nominated referees,
 - the police,
 - the relevant working with children checking agency, and
 - other Girl Guide entities for a purpose consistent with the GGA Child Safe Child Friendly Policy.

APPLICANT STATEMENT: If **YES** was answered to **ANY** of the questions above, please provide details.**APPLICANT'S SIGNATURE****DATE**