



GUIDE 4: SUITABILITY SCREENING FOR WORKING WITH YOUTH

Enclosure 3

Advice for interviewers recruiting for youth-related work positions

Robust recruitment processes help keep youth safe. The interview process is an important step in selecting the right people to work with youth, and identifying people who may pose a risk to youth.

Interviewers should assess if the applicant has awareness of youths' additional [rights](#) and needs beyond that of adults, and recognise the valuable contribution youths make to society.

Interviewers should ask open-ended behavioural-based questions to gain an insight into the applicant's values and accountabilities.

The interview should include questions about youth protection. Some useful questions may include:

"Tell us why you want to work with youth".

"How would you approach a situation where a young person discloses abuse to you?".

"Describe a time where you had to advocate for a youth's welfare in a challenging situation".

Throughout the entire interview process interviewers should be mindful of responses:

- a. that are vague or unrealistic
- b. that show no or little understanding or appreciation of young people's needs or expectations
- c. that fail to recognise vulnerabilities of youth who have faced adversity
- d. that are insensitive to the needs of youth from diverse backgrounds
- e. that includes inappropriate language about youth
- f. that conveys the applicant does not need, or value, supervision.

All applicants should be assessed on their understanding of professional boundaries, acceptable behaviour, and commitment to youth safety. Tailor your questions to your setting, especially when considering younger or less experienced candidates. Assess both their values and boundary awareness. Look for those who show respect and a willingness to learn. Use scenario-based questions to explore how they would handle issues like role overstepping or how they would maintain appropriate boundaries with a youth who is close to their own age group. Emphasise that while establishing a good rapport matters, maintaining boundaries is



essential to uphold trust and safety. If successful, ensure appropriate training and mentoring are provided.



Referee questions for youth-related work positions

These questions are provided as a guide and may be adapted as appropriate.

Referee	Candidate
How well do you know (the candidate) and in what capacity?	<p>Can you give an example where you have interacted with a young person?</p> <p>Protecting youth is an important part of our work. Can you give me some examples of how you would contribute to making the organisation a safer environment for young people?</p>
<p>Have you observed (the candidate) interacting with children/youth in their professional capacity?</p> <p>If yes: how would you describe that interaction?</p> <p>Do you know of any reason why Defence should be concerned about this applicant working with young people? Would they pose a risk to young people?</p>	<p>Have you experienced any challenges interacting with youth? Can you give an example of what has worked well, and any lessons you may have learnt?</p> <p>If you had concerns about a colleague with regard to their behaviour or attitude towards youth in their care, how would you deal with this?</p>
If (the candidate) was offered a job with this department, where their primary role would be to interact with young people on a regular basis, including supervising young people on camps and at overnight activities, would that give rise to any concerns for you?	<p>What is your understanding of the terms: "Child Safety" and "Child Protection"?</p> <p>Can you spot the signs that a child is suffering from a type of abuse, neglect or harm? What are these signs?</p>
What particular traits would assist the candidate when interacting with people from different social, ethnic or religious backgrounds?	<p>What interactions do you currently have with young people?</p> <p>(for example, through sport/other community youth programs)</p> <p>Tell me about a time when you have been working with youth and your authority was seriously challenged. How did you react? What strategies did you employ to bring things back on course? With hindsight, how might you have improved your response?</p>



Frequently asked questions and top tips

Q. Youth will be attending my workplace for 5 days in a row. I need to show them what my role involves. Will I need a WWCC/WWVP?

A. No, you will not need a WWCC/WWVP, as long as there is no overnight care involved, and the engagement is not part of your primary role or responsibility.

Top tips – Prior to the event, you could read and sign the adult version of the youth safe code of conduct as a risk mitigation strategy. When talking with the students, be sure to stay in view of other adults. Remember to use clear, positive language when speaking with youth.

Q. I volunteer in a service museum. Do I need a WWCC/WWVP?

A. You will not require a WWCC/WWVP unless your primary role is to provide youth programs at the museum, or if you provide supervision at overnight youth incursions. For example, if a Defence community group held a 'Night at the Museum' sleepover event at the museum, and you helped supervise, then you would require a WWCC/WWVP.

Top tips – if your primary role *does not* involve providing services to youth, but sometimes you provide information to youth who visit the museum, you could read and sign the adult version of the youth safe code of conduct.

Q. I'm in a Navy Band and I'm going to perform at a school assembly and then talk to the students about my career highlights. Do I need a WWCC/WWVP?

A. If this type of work is not your primary duty, Defence does not require you to have a WWCC/WWVP. However, you should always check and follow the school's requirements.

Top tips – Prior to the event, you could read and sign the adult version of the youth safe code of conduct as a risk mitigation strategy. When talking with the students, be sure to stay in view of other adults. Remember to use clear, positive language when speaking with youth.

Q. I have my WWCC for NSW. I'll be travelling to another state to help out with a youth program. Do I need to get a check for the other states?

A. That depends! Requirements vary across the states and territories. Other factors include how long you spend working interstate and if overnight care is being provided.