

SAFE Space

Working together to create safe environments for kids with disability

SAFE Space



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PARENT & CARER INFORMATION GUIDE

Choosing child safe services
for children with disability



PARENT & CARER INFORMATION GUIDE



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CONTENTS

Introduction	2
Section 1 Choosing an organisation to work with your child	4
Information about the characteristics of organisations that are child safe and suggests questions that you may wish to consider when choosing a service for your child.	
1.1 Characteristics of Child Safe Organisations	5
1.2 What questions to ask	5
1.3 Organisational environment	6
1.4 Feedback and complaints	8
1.5 Things to look out for	9
Checklist Child safe organisations	10
Section 2 Choosing an individual provider to work with your child	12
Information, advice and techniques to assist parents or carers to recruit suitable people to provide	
2.1 Planning to employ your own support workers	13
2.2 Advertising for support workers	13
2.3 The interview process	14
2.4 Choosing the best applicant	16
2.5 Verify Working with Children Checks	17
2.6 Appointing your support worker	18
2.7 What to do if your child discloses they have been harmed or abused?	19
Checklist Recruiting a support worker	20
Factsheets The Working With Children Check	21
Choosing an organisation to work with your child	22
Tips for choosing a person to work with your child	23



INTRODUCTION

In NSW there are thousands of people working with children in both paid and unpaid roles.

The overwhelming majority of people and organisations providing services to children have a sincere commitment to keeping children in their care safe and protected. However, a small number of children are harmed by people who are meant to protect them.

→ All children have the right to feel safe and protected.

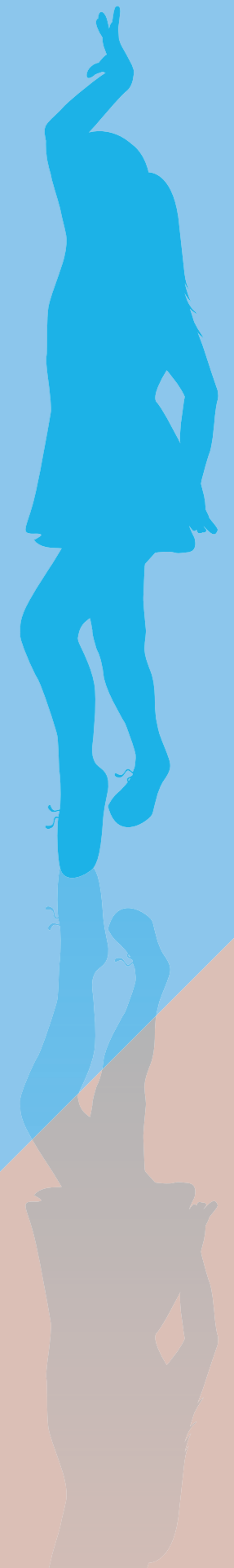
There are a number of things organisations can do to ensure that children in their care are safe. The purpose of these guidelines is to provide you with information and guidance to assist you in choosing the right service provider for your child, whether from an organisation or individual service provider.

WORKING WITH CHILDREN IN NSW

Any person who works or volunteers with children (under 18) in NSW must have a Working with Children Check (WWCC).

The Office of the Children's Guardian is responsible for the WWCC in NSW and further information about the WWCC can be found on the Office of the Children's Guardian's website at: www.kidsguardian.nsw.gov.au/check/apply

For more information see page 17.



CHOOSING AN ORGANISATION TO WORK WITH YOUR CHILD

An organisation with a culture of protecting children is one that is open and accountable, understands the needs of children and makes their safety and security a priority.

Organisations that take the safety of children seriously will have strategies in place to minimise the risk of harm to children and will show, through all that they do, that they value and respect children.

As a parent or guardian you will be in control of what services your child will receive and which organisations you feel will best meet your child's needs.

You have the right to ask questions of potential service providers to help you decide whether they are suitable to work with your child and how seriously they take children's safety.

1.1 CHARACTERISTICS OF CHILD SAFE ORGANISATIONS

There are a number of characteristics that organisations with a commitment to the safety of children share:

- Everyone takes responsibility for the safety of children
- Children are encouraged to participate in decisions that affect them and their views are taken seriously
- Parents and carers are encouraged to be involved in the organisation and their views are taken seriously
- Children are believed when they raise a concern or make a complaint
- Complaints and feedback procedures that are followed and promoted
- Reports of behaviour that may result in significant harm or where there is a risk of significant harm to a child is reported to the Child Protection Helpline
- People working with children have the necessary skills, training and qualifications
- Staff and volunteers are supervised and supported in their work
- People working or volunteering with children have a valid WWCC clearance that has been verified by their employer
- The physical environment is designed to minimise opportunities for abuse or harm to children
- The organisation has child safe polices
- Staff (including volunteers) are familiar with codes of conduct and undergo a formal induction process
- Staff and volunteers have a clear understanding regarding ethical behaviour and boundaries
- Plans for managing risk are freely available to everyone
- Staff are well trained
- Respects the privacy rights of children, young people and families
- There is strong evidence of compliance with child protection legislation

1.2 WHAT QUESTIONS TO ASK

There are a number of things to look out for to help you get a sense of whether an organisation prioritises the safety of children. You have a right to ask for information about how the service provider will keep your child safe.

- What are the organisation's values?
- What is the organisation's commitment to protecting children in their care?
- Where can I find the organisation's child safe information, on your website? Can I request a copy?
- What can my child and I expect from your organisation?
- Do you have any information or can you tell me how you keep children safe from harm in your service?
- Can you tell me about how you make sure that the people you employ to work with children are safe and suitable?
- Can you provide me with more information about the people you employ to work with children?
- Have you verified all staff's Working with Children Check?

1.3 ORGANISATIONAL ENVIRONMENT

Child safe organisations have a commitment to attracting and retaining skilled workers by:

- employing people who have the qualifications, skills and qualities to work with children
- providing information of their requirements for working or volunteering with the organisation, including holding a verified Working with Children Check clearance
- continually improving on the services they provide
- being committed to ensuring that people working with children are supported to keep their skills and knowledge up-to-date

Some suggestions on what makes an environment safe for kids:

- the physical environment minimises opportunities for children to be in secluded areas
- rooms and spaces have good natural surveillance
- a responsible adult has clear line-of-sight to all areas where children spend time
- children are not left alone with adult employees on a one-on-one basis

When your child is attending service provider locations, there are various types of good situational prevention techniques you should look for. These include:

- making sure all windows and viewing panels are not covered by posters, signs or artwork
- therapists and service providers working with children in quiet rooms have observation and supervision panels, yet also provide privacy for the child
- viewing panels should not be obstructed

→ You have the right to ask the organisation how they make sure the people who work with your child are supervised and supported so that they can provide a good service to you and your child.



GOOD natural surveillance via the unobstructed window areas and high traffic of pedestrians outside the room (street area)



POOR natural surveillance due to the decor and curtains blocking the line of sight through the windows



This door's viewing panel has been obstructed by decorations, removing any visual access for observation and supervision



A quiet room with an observation/supervision panel providing visual access yet privacy for the child

1.4 FEEDBACK AND COMPLAINTS

The organisation welcomes feedback and takes complaints seriously.

- Child safe organisations welcome feedback and use this information to help them improve the services they provide. Child safe organisations listen to children and believe them when they raise concerns. Child safe organisations make it easy for children, their parents or carers to make a complaint or provide feedback and respond quickly when a concern is raised.
- All organisations should have publicly-available information about how to make a complaint or provide feedback and the process the organisation will follow to investigate and resolve the issue.

If you are unhappy with the services provided by an organisation and are unable to resolve the issue directly with the service provider you may wish to contact the NSW Ombudsman. The Ombudsman supervises the complaints process of all state and local government agencies as well as community service providers, including disability services. During transition to the NDIS in NSW this also includes disability services and any provider providing supports within a NDIS participant's plan. For more information visit the NSW Ombudsman's website at: www.ombo.nsw.gov.au/complaints.

→ You have the right to ask the organisation how you or your child can make a complaint or provide feedback and what will be done with this information.

IF YOU ARE CONCERNED THAT YOUR CHILD MAY HAVE BEEN HARMED OR IS AT RISK OF SIGNIFICANT HARM, contact the NSW Department of Family and Community Services Child Protection Helpline on 132 111.

The Helpline is available 24-hours a day, 7 days a week. For more information about reporting a concern regarding a child at risk of significant harm, visit the Department of Family and Community Services website at:

www.community.nsw.gov.au/preventing-child-abuse-and-neglect/reporting-suspected-abuse-or-neglect or call the NSW Police Assistance Line on 131 444.

1.5 THINGS TO LOOK OUT FOR

Ask for a tour of an organisation and observe how staff and volunteers interact with children and each other. Pay close attention to the environment and gain a feel of the place – is it safe for children?

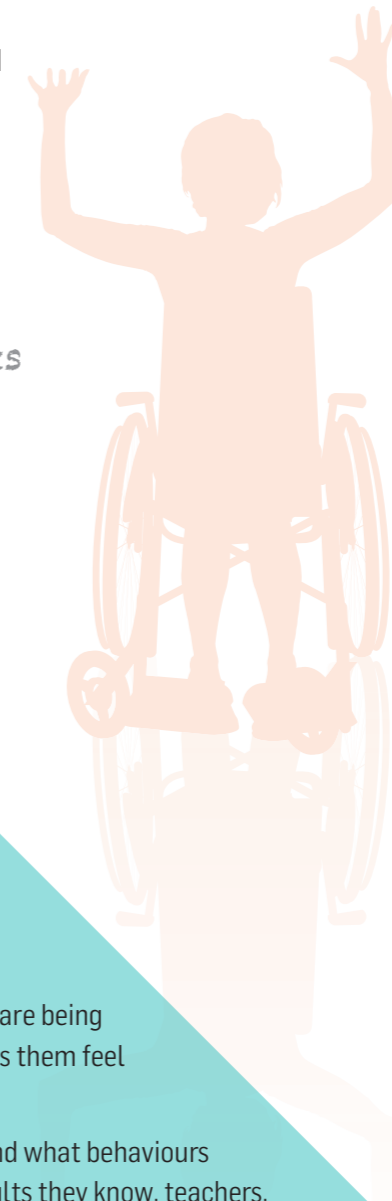
→ Safety starts with you

Teach your child:

- about personal safety
- to share the way they feel at all times
- they have a right to say no if they are being asked to do something that makes them feel unsafe or uncomfortable
- about private parts of the body and what behaviours are not acceptable even from adults they know, teachers, relatives or friends
- about talking to adults by helping them identify five people they trust and can talk to if something is worrying them
- that it is always ok to tell an adult if they feel uncomfortable with the way they are being treated.

CHECK THE ORGANISATION HAS:

- provided you with information or explained to you the qualifications, skills and experience their staff or volunteers have in working with children with disability
- explained to you how staff or volunteers who work with your child will be supported and supervised
- given you information or explained to you how you can make a complaint or provide feedback
- given your child information or explained in a way your child can understand, how to make a complaint or provide feedback
- given you information or explained what they do when they receive a complaint or feedback.

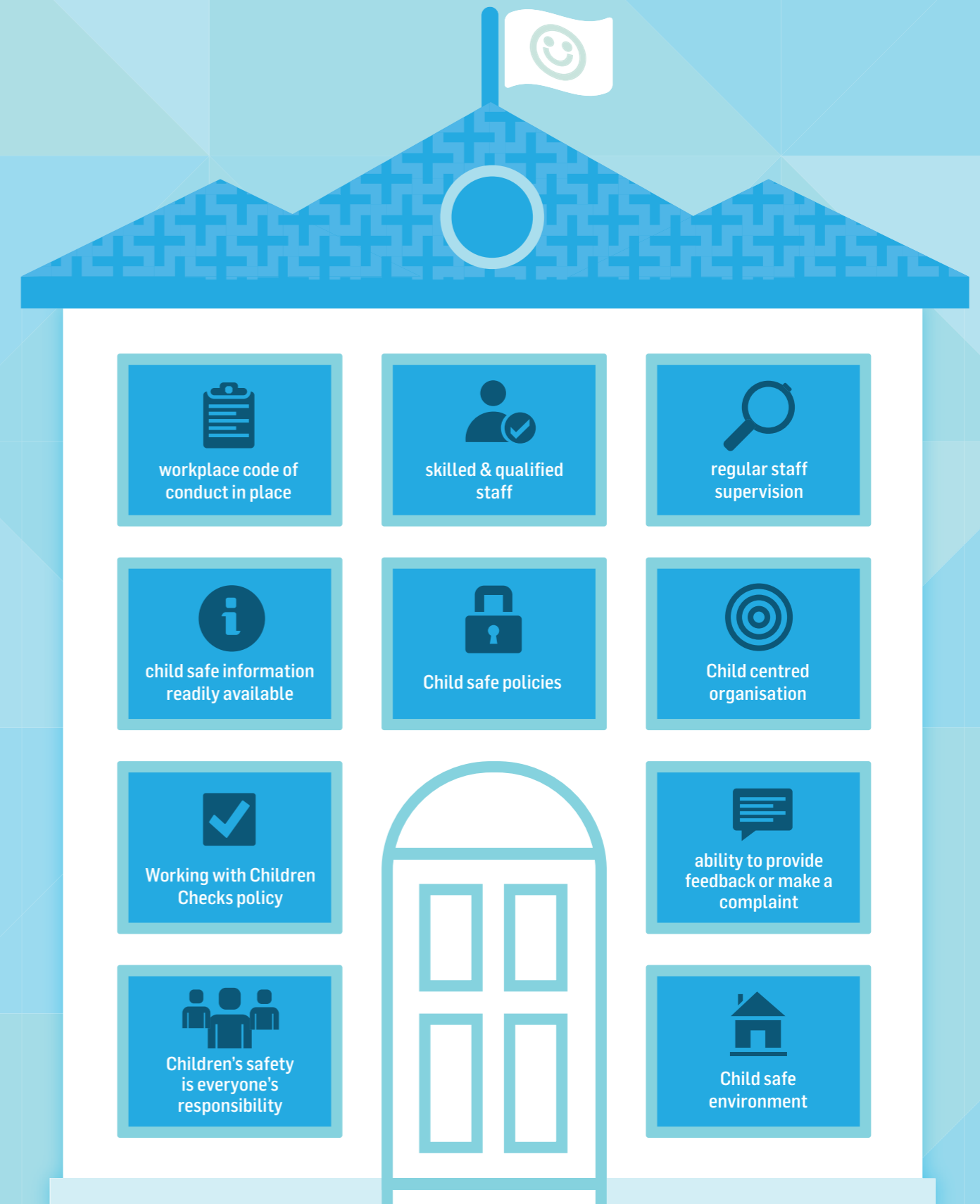


CHECKLIST:

→ Child safe organisations

Tick or circle the result:

The organisation is registered with NDIS	Yes	No	
The organisation understands their obligations to the Working with Children Check and verifies the WWC numbers of their staff and volunteers who work with children	Yes	No	
The organisation's values and commitment to the protection of children is visible in it's day to day practices	Yes	No	
Staff have training and qualifications to work effectively with children with specific needs	Yes	No	
The organisation has explained their child safe policies and explained who to speak with if I have any concerns	Yes	No	
The organisation is committed to recruiting staff with the correct skills and experience to work with children with a disability	Yes	No	
I have been provided with:	- child safe policies	Yes	No
	- complaint and feedback processes	Yes	No
	- the organisation's vision, values and aims statement	Yes	No
The organisation has explained how they will work with, and involve me in decisions that affect my child	Yes	No	
The organisation has explained how they include children in decision making processes that affect them	Yes	No	
I have provided the organisation with my child's care plan and they are capable of providing care and support, suitable to the needs of my child	Yes	No	
The organisation has provided me information about behavioural intervention techniques they might use if my child places themselves or others in danger. I am satisfied that these techniques will be used only when appropriate and will not affect the rights of my child	Yes	No	
The organisations has explained how staff and volunteers receive training and professional qualifications in their area of expertise and behaviour management of children with high dependency needs	Yes	No	
The organisation understands that I may wish participate in the initial meetings the worker will have with my child while my child becomes comfortable with them	Yes	No	
The organisation has set a number of case reviews to ensure that the service they are providing is meeting the needs of my child	Yes	No	
The organisation has provided me with sufficient information to indicate it should be a safe place for my child	Yes	No	



HOW TO IDENTIFY A CHILD SAFE ORGANISATION

CHOOSING AN INDIVIDUAL PROVIDER TO WORK WITH YOUR CHILD

This section will help you if you have:

- ✓ funding for your child's personal support through NDIS
- ✓ thought about the best ways to arrange support for your child (through an organisation that provides these services versus organising it all yourself), and
- ✓ decided to employ or contract your own support workers and manage your funding yourself.

Parents and carers who receive funding from NDIS can choose to self-manage part or all of their child's funding. If you choose to self-manage you are able to employ workers directly to support your child without the need to go through an organisation that provides these services.

While this offers greater flexibility, it also places a greater responsibility on you to ensure that the person is safe and suitable to work with your child.

NDIS registered providers operating in NSW who employ staff are required to verify the Working with Children Check numbers for staff working for the organisation, new and existing workers, and volunteers.

Where supports are provided by an NDIA registered provider or unregistered provider who is a sole trader or an individual employer, then it is your responsibility to verify the Working with Children Check number of the sole trader or individual employer.



2.1 PLANNING TO EMPLOY YOUR OWN SUPPORT WORKERS

Choose support for your child according to your child's individual plan.

→ Your plan will identify the reasonable and necessary supports your child requires to meet their needs.

List	Duty Statement	Training
<ul style="list-style-type: none"> • Make a list of all the areas your child will require assistance with • List any special needs your child has 	<ul style="list-style-type: none"> • Prepare a duty statement listing all the things that you want support workers to do for your child • Prepare a weekly plan 	<ul style="list-style-type: none"> • Consider particular experience or qualifications, such as First Aid, epilepsy training, particular disability experience, assistance with transfers, transfers, driving a car, or anything else your child needs.

2.2 ADVERTISING FOR SUPPORT WORKERS

Before advertising for support workers, you need to decide whether you want to use someone who has been recommended to you, someone through an agency, or advertise if you need to.

- Using parent networks can have its benefits, as you can ask for personal reference from people you know and trust.

- Using support workers from a reputable agency can provide some safeguards, as long as the organisation is child safe (*refer to Section 1 for how to choose child safe organisation*)
- Advertising online or in newspaper can give you more choice and control over the people you employ to support your child.

WHAT TO ASK BEFORE EMPLOYING A SUPPORT WORKER FOR YOUR CHILD:

- Does the person have a valid Working with Children Check?
- Have you verified the Check online? (*see page 17*)
- Does the person have appropriate qualifications or experience to work with children?

2.3 THE INTERVIEW PROCESS

WHAT DO YOU NEED TO DO BEFORE EMPLOYING A SUPPORT WORKER FOR YOUR CHILD?

Conducting an interview is an effective way to get a sense of a candidate's skills and personal qualities. The interview process allows you to clarify information in their resume and to ask questions specific to the type of work they will be undertaking with your child.

A RESUME SHOULD CONTAIN THE PERSON'S:

- full name
- date of birth
- Working with Children number
- details of any academic or vocational qualifications
- a chronology of their work history (both voluntary and paid)

A resume can be a helpful source of information about a person, but it should not be relied on in isolation. A resume is prepared by the person applying for the job and there may be an incentive to exaggerate accomplishments or leave out unflattering information.

When reviewing a resume, it is important to clarify with the person the reason for any gaps in their work history and confirm information by talking to the person's referees.

More information about conducting reference checks is set out on page 16.

WHEN CONSIDERING A PERSON'S RESPONSES TO INTERVIEW QUESTIONS, LOOK FOR:

- Honesty
- An understanding of the needs of children
- A real interest in the job
- Insight into their strengths and limitations
- Attitudes showing respect for children
- Understanding of appropriate ways of interacting with children
- Willingness to believe children who disclose abuse
- Willingness to act immediately when a child discloses abuse
- An understanding of child development and child behaviour
- Understanding of safety issues with children

BE WARY OF:

- Rigid or punitive attitudes to children
- Unrealistic expectations regarding children's behaviour
- Responses that suggest the person would not act immediately if a child disclosed abuse or responses that suggest they would need evidence of abuse before taking any action
- A lack of understanding about professional boundaries when working with children
- A lack of understanding about child development
- Responses that indicate the person does not believe children or thinks children make things up

TIPS FOR THE INTERVIEW:

Use direct questions that require a direct answer, such as:

- *What are your qualifications?*
- *Do you have a Working With Children Check clearance?*
- *Do you have a current driver's licence?*
- *Can you provide proof of your identity?*

Use value-based questions to explore the person's values, beliefs and attitudes, such as:

- *Why do you want to work with children?*
- *What do you find rewarding and what do you find difficult about working with children?*
- *What do you think constitutes appropriate professional boundaries when working with children?*

Use scenario-based questions that require the person to provide real-world examples of how they have managed issues in the workplace in the past, such as:

- *Can you give me an example of a time when you have had to manage a child's challenging behaviour? What was the situation? What did you do?*
- *Has a child ever disclosed abuse or told you something that made you concerned they may be at risk of abuse? What did you do?*

Even if the person has not had direct experience of a scenario, they can explain what they would do if the situation arose.

→ Ideally, the interview should be face-to-face as this can provide you with a better sense of whether the person will be a 'good fit' for you and your child.



2.4 CHOOSING THE BEST APPLICANT

When you are choosing between the applicants ask yourself and your child how you feel about them.

It is very important that you feel comfortable with the support worker performing the tasks and that your child feels comfortable also. If you have doubts about the suitability of a particular person, it is usually a good idea to choose a different person. If you think the person might be suitable, but are not sure, you could invite them to a second interview.

The second interview should cover the following:

- Detailed discussion about the tasks to be performed
- Your child's personal profile (one-page profile)
- Getting a police clearance and Working with Children Check
- Verifying the check
- Appointment and start date, working session and expectations
- Confirming the person's identity – ensure you sight a drivers license or passport

→ A support worker may come into your home and work closely with your child; helping them perhaps with showering and personal care.

TIPS FOR CONDUCTING A REFERENCE CHECK:

Remember to ask the referee if they are happy to provide a reference and whether they would have any concerns about their comments being shared with the candidate. Referees should be reminded to be honest and provide as much detail as possible.

Questions to ask:

1. Can you give me an example of a time when the person completed their duties well?
2. Can you give me an example of when something went wrong – how did they respond?
3. Why did the person leave your employment?
4. Do you think they are a suitable person to work with children? Why?

5. Do you know of any reason why this person should not be allowed to work with children?
6. Would you hire this person again?

You may also want to ask for more information about any scenarios the person discussed during their interview, particularly if you would like to know more about specific skills or abilities the person has to work with your child.

2.5 VERIFY WORKING WITH CHILDREN CHECKS

Anyone who works or volunteers with children in NSW must have a Working with Children Check.

The Working With Children Check database not only records every person who has a Working With Children Check but also records who has employed that person. Anyone who employs a person in child-related work must verify that that the person has a valid Working With Children Check clearance.

This includes parents or carers who employ support workers, either sole traders or individual employers to work with your child.

Verifying that a person has a valid Working With Children Check is a simple process and a step-by-step guide is set out below.

→ If the person does not have a Working With Children Check clearance, they must not work or volunteer with children.

HOW DO I VERIFY A WORKING WITH CHILDREN CHECK?

To verify a person's Working with Children Check you will need the following information:

- The person's Working with Children Check number (*you will need to ask the person to provide their Working with Children Check number*); and
- The person's full name and date of birth.

To access the Working with Children Check system, go to the Office of the Children's Guardian's website at:

www.kidsguardian.nsw.gov.au/check/apply

Click on the blue box 'individual's (e.g. parents) verify' and follow the prompts. Once you click the 'submit' button a response will be emailed to you, letting you know if the person has a clearance to work with children. Keep this email in a safe place.

Further information about the Working with Children Check, including how to verify a check can be found on the Office of the Children's Guardian's website. Alternatively, you can contact the Office of the Children's Guardian on (02) 9286 7219 or check@kidsguardian.nsw.gov.au for assistance.

The Working With Children Check in NSW is continually monitored for any new charges or workplace misconduct notifications. A person may be barred from child-related employment at any time. If you have verified the person the Office of the Children's Guardian will let you know if they become barred from child-related employment.

2.6 APPOINTING YOUR SUPPORT WORKER

You may consider employing the worker for a probation period, so that you can observe the person working with your child before employing them on a more permanent basis.

Providing the worker with detailed information about your child's care needs and their likes and dislikes will help the person provide appropriate care for your child.

It is particularly important to provide the person with information about your child's behaviours, including potential triggers for aggressive or challenging behaviour and strategies for the worker.

It may be helpful to provide the worker with written information about behaviour management strategies, which they can refer to as needed.

Provide a one-page personal profile

It is very helpful for a new support worker to know as much as possible about your child, such as:

- Your child's disability
- What type of help they require
- Their likes and dislikes
- What they do and don't eat
- The things they like to do
- Emergency instructions

Support workers need to know what to do in case of an emergency, especially a medical emergency. You need to provide emergency contact numbers and clear directions.

→ A probation period gives you and your child a chance to get to know the worker and to feel comfortable that they are able to meet your child's needs.

2.7 WHAT TO DO IF YOUR CHILD DISCLOSES THEY HAVE BEEN HARMED OR ABUSED

Hearing that a child has been harmed or abused is very distressing, particularly if you are a parent or carer of the child. When a child discloses that they have been harmed, or you suspect they have been harmed or abused, it is important to protect the child from further harm and to provide comfort and support.

If your child discloses that they have been harmed, it is important to remain calm and reassure your child that that you believe them and that telling you was the right thing to do. Depending on the circumstances, you may need to remove your child from the situation to keep them safe.

Talk to your child about their right to be safe and what to do if they feel uncomfortable or unsafe. The way you approach these discussions will depend on your child's age and stage of development.

→ Reports and allegations of harm should be made to the NSW Department of Family and Community Services Child Protection helpline on 132 111 or the NSW Police Assistance Line on 131 444.

There are a number of things you can do to help keep your child safe using the communication style that best suits your child's needs:

- explain to your child that they have a right to be safe
- talk to your child about their body and the proper names for body parts
- talk to your child about 'good' touch and 'bad' touch and who is allowed to touch
- tell your child that it is ok to say 'no', even to an adult, if they feel uncomfortable
- help your child identify five adults they trust and feel comfortable to talk to if something is worrying them
- explain to your child that they never have to keep secrets that make them feel sad or scared.

Remember to trust your instincts: you know your child's behaviour best. Any subtle difference in their behaviour or resistance to certain people or situations may be an indication that something is happening to your child outside of their control.

CHECKLIST:

→ Recruiting a support worker

This checklist has been provided to help you with recruiting people to work directly with your child. It is intended to ensure that any potential candidate understands your child's needs and has the skills and experience necessary to support your child. You also have some legal obligations around verifying the person is cleared to work with children. For more information about the Working With Children Check please visit the OCG's website at www.kidsguardian.nsw.gov.au

Employing someone directly to work with your child

THE APPLICANT has:

- Provided proof of identity
- Provided a resume (CV) and the applicant has a relevant work history
- Experience required to work with your child
- Relevant qualifications or work experience
- Demonstrated they are capable of working with my child's needs
- Provided references from people who are able to confirm their skills and experience.

YOU have:

- Seen relevant training certificates (i.e. first aid, epilepsy training, etc)
- Contacted (minimum of 2) referees and conducted necessary screening checks
- Received a police check
- Verified the applicant's WWC number: Outcome _____ Date Verified _____
- Checked they are they registered with NDIS: YES NO

Providing the applicant with relevant information to support your child's safety

YOU have:

- Explained your child's disability and discussed how the person can support your child
- Spoken to the applicant about things that your child likes and dislikes, including how you expect them to balance things they like to do with things they have to do
- Discussed the things your child has difficulty with and ways in which to support them
- Discussed things that cause your child to become frustrated and ways in which to prevent that from occurring
- Discussed what is appropriate and inappropriate behaviour
- Provided emergency contacts

FACTSHEET:

→ The Working With Children Check

WHAT DO I NEED TO KNOW?

Anyone who works or volunteers with children and young people in NSW must have a Working With Children Check . When a person applies for a Working With Children Check they are given an identifying number, not a card in NSW.

A Working With Children Check is valid for five years and if a person is cleared to work with children, they can work or volunteer with children and young people, in any role, anywhere in NSW.

All people with a Working With Children Check are continuously monitored and new criminal records or workplace misconduct records may mean the person's Working With Children Check is cancelled and they can no longer work with children and young people.

When the person applies to work or volunteer with children or young people they must provide the employer with their Working With Children Check number and their date of birth.

The employer must go to the Office of the Children's Guardian website, enter the person's Working With Children Check number and date of birth, to verify that the person has a valid Working With Children Check. Employers must do this for all paid workers, as well as volunteers.

WHAT DO I NEED TO DO?

If your child is receiving services from an organisation, you just need to ask whether the organisation verifies the Working With Children Check of every person who works or volunteers with children and young people.

If you are employing a person directly to work or volunteer with your child you need to verify that the person has a valid Working With Children Check.

Verifying a person's clearance is quick and easy:

1. Ask the person for their Working With Children Check number, their full name and date of birth
2. Go to the Office of the Children's Guardian's website at www.kidsguardian.nsw.gov.au/check/apply

3. Click on the blue box '*individuals (e.g parents) verify*' and follow the prompts.
4. Once you click the '*submit*' button a response will be e-mailed to you, letting you know if the person has a clearance to work with children. Keep this email in a safe place.

For more information about the Working With Children Check, visit the Office of the Children's Guardian website at www.kidsguardian.nsw.gov.au/check/apply

You can also call the Working With Children Check helpline on (02) 9286 7219 or email check@kidsguardian.nsw.gov.au

FACTSHEET:

→ Choosing an organisation to work with your child

THE TOP TEN SIGNS OF A CHILD SAFE ORGANISATION

As a parent or carer you will be in control of what services your child will receive and which organisations you feel will best meet your child's needs. You have the right to ask questions of organisations to help you decide whether they are suitable to work with your child.

There are a number of things you can look out for when choosing an organisation to work with your child.

1. **The organisation has information on their website or other publicly-available information about how they keep children and young people safe**
2. **Staff and volunteers are respectful in the way they communicate with children and young people and provide information in a way that children and young people will understand**
3. **The organisation makes sure that every person who works or volunteers with children and young people has a valid Working With Children Check**
4. **The organisation gives you and your child clear and simple information about how to provide feedback or make a complaint about its services**
5. **The organisation gives you information about what is expected of employees and volunteers and how they should behave towards your child**
6. **The organisation gives you information about how it manages children and young people's behaviour**
7. **The organisation provides you with information about the skills and qualifications of their staff and volunteers**
8. **The organisation provides you with information about how staff and volunteers are supervised while they are working with your child**
9. **The facilities are clean, easy to access and responsible adults have clear line-of-sight to all areas where children and young people spend time**
10. **The organisation welcomes your questions and encourages you to talk to them about any concerns you might have**

For more information about the Working With Children Check, visit the Office of the Children's Guardian website at www.kidsguardian.nsw.gov.au/check/apply

You can also call the Working With Children Check helpline on (02) 9286 7219 or email check@kidsguardian.nsw.gov.au

FACTSHEET:

→ Tips for choosing a person to work with your child

The NDIS allows you to employ a person directly to work with your child. While this offers greater flexibility it also places a greater responsibility on you to ensure that the person is safe and suitable to work with your child.

There are a number of things you can do to help you decide whether the person is suitable to work with your child.

- Verify that the person has a valid Working With Children Check. See the information sheet regarding the Working With Children Check for more information
- Ask the person for their resume and copies of their qualifications. When reviewing a person's resume, make sure to ask them about any gaps in their work history
- Ask the person to provide at least two referees, who can give you information about the person's skills and experiences in working with children and young people. Make sure that at least one of the referees is the person's most recent employer. You might also want to ask the person for contact details for other parents who have

employed the person to work with their child

- Ask the person why they think they can meet your child's specific needs and provide examples of when they have worked with other children and young people with similar care needs
- Employ the person for a trial period so you have the chance to observe them working with your child

I have employed a person to work with my child. How can I help keep my child safe?

- Wherever possible, make sure you have a direct line of sight when your child is being toileted, bathed and dressed
- If your child spends time alone with the worker, conduct unannounced "spot checks"
- If your child spends time outside of the home with the worker, make sure you know where your child will be and what time they will be home
- Ask the worker to keep a log of the day and let you know of any problems that might have occurred

- Explain to your child that they have a right to be safe
- Talk to your child about their body and the proper names for body parts
- Talk to your child about who is allowed to touch them and under what circumstances
- Tell your child that it is ok to say 'no' to an adult if they feel uncomfortable
- Help your child identify five trusted adults that they can talk to if something is worrying them
- Explain to your child that they never have to keep secrets for adults, or secrets that make them feel sad or scared

For more information about the Working With Children Check, visit the Office of the Children's Guardian website at www.kidsguardian.nsw.gov.au/check/apply

You can also call the Working With Children Check helpline on (02) 9286 7219 or email check@kidsguardian.nsw.gov.au

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