

Advertising of Positions Procedure

Purpose:

This procedure explains the procedures to follow whenever we are advertising or promoting any type of position required by LVE, including paid and unpaid positions, in order to ensure that Child Safety is promoted by the process.

Actions:

1. Determine the role(s) which are to be advertised. For example, is it the Office Assistant role, is it Committee roles, is it volunteer helper roles?
2. Determine and document the requirements of the role in terms of:
 - what qualifications, experience and attributes the person to fill the role need to have (if any), including regarding child safety qualifications;
 - what duties the role might have which involve children in any way, such as speaking to, messaging/emailing, or viewing of children, and whether the role has any responsibilities towards children;
 - what measures can be taken to reduce any risks of child abuse or harm arising from the potential appointees to the role, including screening during interview, supervision during engagement, and what training will be required of the role (in regards to child safety training and induction).

If this had been documented previously for another occasion of advertising the role, the previous version of the document can be used as a starting point for this occasion.

3. Determine and document a set of questions for the assessing panel to ask. The questions to be asked should be informed by those suggested by the Commission for Children and Young People's "Guide to choosing, supervising and developing suitable staff and volunteers". There should be some questions which are values-based, in order to assess the applicants' values.
4. Design the wording for an advertisement. The advertisement should include an indication that the applicant will need to abide by our child safety and wellbeing policies, and make clear what requirements there are regarding child safety registrations (e.g. WWCC), and whether any references will be required who can vouch for the person's experience with children. The ad should include a link to the webpage containing our most current child safety information.
5. The committee needs to endorse the items from the preceding steps.
6. The advertisement can be published once endorsed by the committee as having met all of the above requirements.
7. The words and images used for the advertisement should be kept on file for at least 4 years, or in the case of paid positions, 7 years.

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