

SAFEspace

Working together to create safe environments for kids with disability



**Choose the right people
to work with your child**

SAFESpace



Easy English



Hard words

This factsheet has some hard words.

The first time we write a hard word

- the word is in **blue**

- we write what the hard word means.

This booklet is written by the Office of the
Children's Guardian New South Wales (NSW).

About this booklet

This booklet is about how to choose the right people to work with your **child**.



Child means a person under the age of 18 years.

People who work with children with disability might be



- paid



- unpaid
 - for example a volunteer sports coach.

Most of these people keep children



- safe
- protected.

But some people harm or hurt children.



It is **not** ok to harm or hurt children.

People who work or volunteer with children in NSW must have a current Working With Children Check (WWCC).

A Working With Children Check means it is ok for a person to



- work with children
- volunteer with children.

Can you employ people to work with your child?



Under the National Disability Insurance Scheme (NDIS) you can

- choose organisations that employ people to work with your child
- employ people you want to work with your child.



It is important for you to choose good people to work with your child.



Organisations on the NDIS list must check that workers have a current Working With Children Check.

If **you** employ a worker **you** must check they have a current Working With Children Check.

How can you get ready to employ people to work with your child?

You can list things you want your child to have.

For example

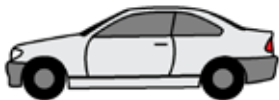
- help with personal care
- help with activities.



You can list things you want workers to have.

For example

- training
- education
- experience
- a licence to drive a car.





How can you find the right people to work with your child?

You can

- employ a person you know is a good worker
- employ a person who works at an organisation you trust
- advertise for a worker
 - for example on a website or in a newspaper.



You can ask other parents if they know good workers.

If you choose workers from an organisation make sure it is a child safe organisation.



What questions can you ask in an interview?

You should ask to meet the person who might work with your child for an interview.



The person must give you a **resume**.

A resume lists information about the person.

For example

- name
- date of birth
- education and training
- work experience.

You should ask

- about times the person did **not** work
- about why the person left their last job
- for **referees**.



Referees are people who have worked with the person.



At the interview you can check if the person

- is honest
- is kind
- believes children
- protects children
- knows how to work with children with disability.





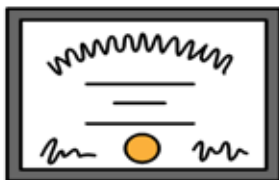
You can find out more about a person if you ask

- Why do you want to work with children?
- Are there things you should **not** do when you work with children?



- Have you worked with a child who was angry or sad?
What did you do?

- If a child is at risk of abuse what would you do?



- Do you have training certificates to show me?

You must feel good about the person you employ.

You can employ a new worker for a short time to make sure they are right for your child.



If you are **not** sure you can ask the person to come to another interview.



You can ask

- to see a current driver licence
- to see a current WWC number



- to see a current police check
- about when the person can work with your child.



What questions can you ask a referee?

You can ask

- Is the person a good worker?
- Does the person have the right skills and training to work with children?
- Does the person work well with children?
- Did the person do things you were **not** happy about?
- Why did the person leave their job?
- Would you employ the person again?



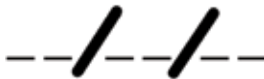
How do you check a Working With Children Check is current?

The check is easy.

Ask the person for their



- full name
- WWC number
- date of birth.



Go to the website

www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check



Click on **Start Here** then click the blue box that says **Individuals verify** and follow the steps.



Click the button that says **submit**.

You will get an email to tell you if the person has a current Working With Children Check.

Put the email in a safe place.

People must get a new Working With Children Check every 5 years.



If a person breaks the law they can be **barred**.

Barred means the person can **not** work with children any more.

What information can you give new workers?

You should give new workers important information about your child.

For example



- likes

- dislikes



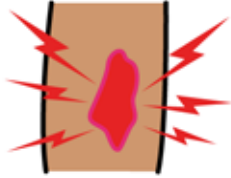
- information about the disability

- ways to manage behaviours



- what to do if there is a medical problem

- people to contact if there is a medical problem or emergency.



What can you do if your child has been hurt or might be hurt?

You know your child best.



If your child acts in a different way you should ask questions.



If you find out your child has been hurt you must

- be calm
- believe your child
- keep your child safe.



You should also contact
NSW Department of Family and Community
Services Child Protection Helpline
132 111

NSW Police Assistance Line
131 444



How can you teach your child to be safe?

You can tell your child

- about their body parts in a way they can understand
- what adults must **not** do
 - for example touch them in places they do **not** want to be touched



- to always tell you how they feel
- to say **no** if they are sad or do **not** feel safe
- to tell an adult they trust if they are sad or do **not** feel safe.



Child safe worker checklist

The worker has

a good resume with referees

the right work experience

the right skills and training

the right education

a good personality

I have

met with the person for an interview

checked the WWC number

done a police check

seen education and training certificates

talked to referees



I have

given the worker important information
about my child

told the worker about ways to help my
child

told the worker how to manage
medical problems



More information

Office of the Children's Guardian

www.kidsguardian.nsw.gov.au



Working With Children Check

check@kidsguardian.nsw.gov.au

Working With Children Check helpline

02 286 7219



If you think your child might be hurt contact

NSW Department of Family and Community

Services Child Protection Helpline

132 111

NSW Department of Family and Community
Services

<http://www.community.nsw.gov.au/preventing-child-abuse-and-neglect/reporting-suspected-abuse-or-neglect>

NSW Police Assistance Line

131 444

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Scope's Communication and Inclusion Resource Centre

wrote the Easy English in September, 2017. www.scopeaust.org.au

To see the original contact the Office of the Children's Guardian (NSW).

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