

## Appendix 7: Interview Requirements and Sample Questions

- The interview process is a very important step in selecting the right people for your organisation and in identifying any people that may pose a risk of harm to children/young people.
- An open-ended style of behavioural-based questioning will give insights into the applicant's values, attitudes and understanding of professional boundaries and accountability.
- All applicants should be informed during the interview that referees will be contacted as part of any final selection process.

### Questions that MUST be asked

- Would you please tell us about your beliefs and values in relation to working with children/young people?
- Would you please tell us about your awareness and understanding of child protection?
- Would you please tell us about your professional experience, competencies, and qualifications in relation to working with children/young people?
- What boundaries are important when working with children/young people?
- Have you ever had any disciplinary action taken against you in relation to you working with children/young people?

### Additional Questions (for positions that work predominately with children) that MAY be asked

- What do you find most rewarding about working with children/young people?
- What do you find most challenging about working with children/young people?
- How would you handle a child/young person that is behaving in a manner that is disruptive in a group setting?
- How do you think your peers, supervisors and referees would describe the way you work with children/young people?
- Are there any children/young people whom you would not wish to work with and, if so, why?
- How would you deal with a child/young person who is acting aggressively?
- Have you ever lost your temper working with children/young people? What was the trigger for this? What was the outcome?
- How would you respond to a child/young person who disclosed they were being subjected to abuse?
- A parent of a child/young person attending your service wants someone from the organisation to care for their child/young person out of hours. What would be your response to this request?
- What would you do if you thought another staff member or volunteer had harmed or was harming a child/young person?
- What would you do if you thought a child/young person was being abused at home?
- Can you tell us about children/young people you have found challenging to work with? What strategies do you use to handle challenging behaviour?
- How would you handle a child/young person that appears sad and refuses to participate in activities?

**Take notice of your own thoughts and feelings when interacting with the applicant. Ask for more information if the applicant does not provide sufficient information in his or her responses.**

**Red Flags include, but are not limited to:**

- unexplained lengthy gaps in employment history
- strange or inappropriate questions / statements about children/young people

Additional Questions (for positions that work predominately with children) that MAY be asked

- expresses an interest in spending time alone with children/young people / in working with children/young people of a particular age or gender
- excessive interest in child photography
- being evasive or inconsistent in responding to questions.