Place your organisation's name here

Place your organisation’s logo here

# Interview template

Adapt this template to suit your organisation’s requirements.

|  |  |
| --- | --- |
| Position title |       |
| Name of applicant |       |
| Interviewers |       |
| Date |       |

*Welcome applicant, introduce interviewers, and describe the organisation and the role.*

1. What interests you about the role?

1. What skills and experience can you bring to our programs, activities or services?

1. Can you tell me what you understand about Child Safe policies? What do you think of them?

## Sample behavioural questions

1. Can you describe a time when you have worked well with children. What happened and what was the outcome?

1. Can you describe a time when you have had to respond to a child with challenging behaviour, what happened and how did you deal with it?

1. Can you describe a time when you have helped a child, what happened and what was the outcome?

##

## Sample scenario-based questions

1. You’ve entered a room and witnessed two children becoming increasingly frustrated with each other over the ownership of a piece of equipment. One of the children has behavioural issues and is known to bite other children. What do you do?

1. A colleague, who is great with children, has told you that they take pictures of them while at the centre and send them to their parents using their phone. How would you respond?

1. Your co-worker has just strongly disciplined a child for what you believe to be a minor matter. How do you deal with it?

#### Other comments:

|  |  |  |  |
| --- | --- | --- | --- |
| Surname |       | First Name |       |
| Role applied for |       | WWC number\* |       |
| Date verified |       | Outcome (cleared, barred etc) |       |

\*If someone has just applied for a WWCC, they will have an APP (application) number not a WWC number. They are allowed to work in
child-related roles. You should verify their APP number, and then their WWC number when they obtain it. More information on this is in the WWCC section of this resource.

|  |  |  |  |
| --- | --- | --- | --- |
| Panel member | Position | Signature | Date |
| Name |       |       |       |
| Name |       |       |       |
| Name |       |       |       |

This template was developed by the NSW Office of the Children’s Guardian.
For more free child safe templates and other resources, please go to [ocg.nsw.gov.au/our-resources](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Focg.nsw.gov.au%2Four-resources&data=05%7C01%7CSimon.Luckhurst%40ocg.nsw.gov.au%7C7792f21f82e04925ce3c08da7e6ef8bf%7C1ef97a68e8ab44eda16db579fe2d7cd8%7C0%7C0%7C637961312331889304%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=g7UZJF%2BA2gM%2By%2FeD9OAJVV3WvswSgg5iX%2BwQvfZqr9g%3D&reserved=0)