

Step 2:

Screening & Hiring

Employees and Volunteers

Contents:

- Best Practices for Screening and Hiring
- Sample Interview Questions
- NASDTEC Information
- Diana Screen Information
- Visitor Screening Information

Checklist:

Establish recommended District-wide screening and hiring practices for employees and volunteers to include;

- Completing required fingerprinting/Department of Justice criminal background checks,
- Conducting employment history reference checks with prior districts specifically related to sexual misconduct claims and disciplinary action,
- Reviewing any action taken against a teaching certificate in any of the 50 states, and
- Adopting recommended interview questions that address an employee's use of safe and appropriate boundaries.
- Considering screening tools that can help identify a high risk for boundary violations, and
- Establishing visitor screening procedures that will limit access to campus and screen visitors and contractors against the Megan's Law database.

End Sexual abuse of Children with

ESCAPE
Awareness Prevention Education

6 Steps for
Preventing Adult Sexual Misconduct
& Child Sexual Abuse



Brought to you by
Schools Insurance Authority, SIA

Best Practices for Screening & Hiring

Prevention of Adult Sexual Misconduct is a top priority in California schools and across the Nation. To protect students from harm, several steps must be taken by the schools, beginning with hiring practices.

Fingerprinting/DOJ Criminal Background Checks

California State Education Code requires school employers to obtain a criminal background (fingerprint) check of new classified employees and prohibits the employment or retention of current employees (certificated and classified) who have not yet obtained permanent status, if any person who has been convicted of a serious or violent felony.

Education code also requires any employer who provides certain services under contract to school districts to certify that no employee who renders those services and who may come in contact with pupils has been convicted of a serious or violent felony. These services include janitorial, administrative, landscaping, transportation, food services, or "similar services."

Employment History Checks

All schools/districts should engage in thorough background checks beyond currently required fingerprinting and criminal background checks. Background checks should include extensive inquiry with past employers to determine if any concerns existed with regards to adult-to-student behaviors and engagement. This right of the district is protected and Districts have a responsibility to provide a safe environment for students in schools.

Certificate Clearance

Schools/district should process all hires through a nationwide system that tracks action taken against teaching certificates in all 50 states. The NASDTEC database/clearing house is one such program. The results would alert the district/school to any prior disciplinary action taken against certificated employees.

Interview Questions

Lastly, and importantly, the included Sample Interview Questions should be used to screen candidates during an interview. These questions serve to help the school/district better determine a potential staff member's understanding of safe and healthy boundaries for students as well as their ability to support those boundaries.

Hiring

Upon review of the information provided in the background check, the school/district has an obligation to make a responsible choice that serves to fully protect the students.

End Sexual abuse of Children with

ESCAPE
Awareness Prevention Education

6 Steps for
Preventing Adult Sexual Misconduct
& Child Sexual Abuse



Brought to you by
Schools Insurance Authority, SIA

Sample Interview Questions

Following these recommendations for hiring practices will help to ensure all employees hired support the safe environment of a student's school.

Pillars of Character Questions:

- Tell me about a time when you were faced with having to make a choice between doing the right thing and taking the easy or comfortable way out.
- Respect is earned. How would your colleagues say you have earned their respect?
- What standards do you use when setting a good example for the children in your care?

Boundary Focused Questions:

- How do you build trust and rapport with the kids in your care?
- What kind of relationship would you like to foster with the parents of the kids in your care?
- Explain how your past experience will help you manage kids' behavior in this position.
- What kind of tangible and intangible rewards do you use to promote good behavior?
- What is your philosophy on "respect for authority?"
- Were there specific boundaries in place at your previous employers to minimize the risk of child abuse? What were they?
- How did the boundaries impact the staff's ability to serve kids?
- Have you ever suspected a child in your care was being sexually abused by a colleague? What happened?
- What personal boundaries do you enforce that help protect kids and mitigate your risk of being falsely accused of sexual abuse?
- Tell me about your level of awareness regarding the prevalence and risk of child sexual abuse.
- Tell me about any formal or informal training you have had specific to preventing child sexual abuse.
- Tell me about any formal child sexual abuse prevention programs in place at your previous employers (or volunteer organizations).

© Cranley, D. (2015). *8 Ways to Create Their Fate*.