# Child Safe Recruitment and Screening Requirements

## Purpose

These recruitment and screening requirements have been developed to provide a fair, consistent and comprehensive recruitment process across our sport. Our sport takes child protection seriously, and ensures that the organisation recruits staff and volunteers who are suitably qualified and committed to providing professional, safe and enjoyable programs and services to children and young people.

## Responsibilities

[x insert titles of those with main responsibility for recruitment x] are responsible for undertaking recruitment and ensuring that our organisation’s recruitment and screening procedures are followed.

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| **Position** | **Responsibility** |
| Executive Officer /  Manager | * Implement policy and procedures across the organisation * Ensure staff and volunteers have access to and understand this policy and related procedures * Ensure all managers/supervisors have access to support and advice to understand and implement policy and procedures |
| Workforce / HR / Quality | * Review and update this document and supporting resources in consultation with relevant stakeholders * Support the coordination of the Child Safe Policies * Provide training and advice in the application of policy and procedures |
| Managers / Supervisors | * Ensure policy and procedure is followed and implemented |
| Staff / Volunteers | * Compliance with policy and procedure. |

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## Key Requirements

[x Requirements that do not apply may be deleted x]

**Advertising**

All available positions will be advertised and all advertisements contain the following statement, or where space is at a premium, an abbreviated form of the statement:

*Our organisation is committed to protecting children and young people from harm. We require all applicants to undergo an extensive screening process prior to appointment.*

**Commitment**

Our organisation’s policy to safeguard children and young people is supplied to all applicants at the same time as the position description and application documentation, prior to interview.

**Face-to-face interview**

All applicants with direct contact with children and young people are required to attend at least one face-to-face interview.

During face-to-face interviews we examine at least the following issues relating to the applicant’s suitability to work with children and young people:

• the applicant’s beliefs and values in relation to the treatment of children and young people

• the applicant’s professional experience, qualifications and competence

• the applicant’s reasons for leaving previous positions involving work with children and young people

• any potential concerns our organisation may have with the applicant’s resume or work history, such as gaps in their work history, frequent job changes, inability to nominate precise start or end dates for previous roles

• the applicant’s general awareness and understanding of child protection issues.

In undertaking an interview with any applicant for an ‘staff or volunteer role we refer to our organisation’s ‘Interview questions’. We document an applicant’s responses and, if they are the successful applicant, we add that documentation to their staff and volunteers file.

As part of the face-to-face interview we highlight our organisation’s commitment to protecting children and young people from abuse. We also explain our screening requirements and their purpose.

**‘Working with children’ checks**

[x insert relevant legislation]

The person responsible for recruiting a staff or volunteer must sight the applicable ‘working with children’ check (WWCC) or equivalent check as applicable (this may vary depending on the jurisdiction) and record relevant details using our organisation’s ‘working with children check record’.

Our organisation will not engage a person who does not have a satisfactory ‘working with children’ check in the relevant jurisdiction(s).

It is a serious breach of this policy if an individual, who has convictions that would make him/her ineligible to be granted a Working with Children Check (or equivalent) clearance, gains employment or is allowed to volunteer with children or young people who access our services, programs, events or facilities. It is also a serious breach if an individual continues in his/her employment, coaching or volunteer role with us if they has been charged or convicted of a crime that would make him/her ineligible to be granted a Working with Children Check (or equivalent) clearance.

All staff and volunteers within our organisation are advised that they must report before their recruitment and during their employment, any criminal conviction or charge that indicates that they present a potential risk to the children or young people to whom they help deliver service. [x insert relevant jurisdictional requirements depending on which jurisdictions your sport operates in, more information is at Appendix 2 x].

**Criminal History Record Checks**

***National Criminal History Record Checks***

Depending on the relevant jurisdictional legislation we require our preferred candidates to have completed a ‘national criminal history record check’ (also known as a ‘police check’) where a ‘Working With Children Check’ is not possible.

It is our policy to advise applicants that, unless their criminal history suggests that they may pose a risk to children and young people, a criminal history does not automatically preclude them from obtaining work within our organisation. If information on their criminal history is relevant to our employment decision, we provide the applicant with an opportunity to respond to the contents of their criminal history check (if they wish to do so).

In such cases, the person within our organisation who is responsible for recruiting for the position is to document the matter and refer it to [x note authority such as national office/senior management x] for assessment of the applicant’s suitability in accordance with the requirements of the role for which they have applied.

Our [x note authority such as national office/senior management x] will provide a written decision with respect to employing, or not employing, the applicant. The decision to employ, or not employ, an applicant because of a criminal history check result, along with the rationale for that decision, must be communicated to the applicant.

No copy of the police check must be retained, and the original must be destroyed – in a secure manner – on completion of the selection process. However, we record the date and certificate number of the police check in the applicant’s staff and volunteers file on a ‘National criminal history record check’ form.

[x adjust the following to reflect your sport’s policy and the relevant jurisdictional legislation x] Whenever possible no applicant is to be offered a position until after completion of their ‘working with children’ check or ‘national criminal history record’ check.

***International Criminal History Record Checks***

Any applicant who has resided in an overseas country for 12 months or more in the last ten years should contact the relevant overseas police force to obtain a criminal or police record check. CrimTrac accredited agencies do not conduct international police checks.

Some countries will not release information regarding an individual for personal or third party purposes. Where police records checks cannot be made, referee checks must be conducted with at least two individuals who personally knew the individual while they were residing in the other country.

The applicant must be informed that referees will be asked whether they have knowledge or information concerning the applicant, which would adversely affect the applicant from performing the job, including any relevant criminal offences. The credentials of persons acting as referees must be verified and can include previous employers, government officials and family members.

Overseas applicants should not commence employment until this process is satisfactorily completed and this decision should be signed off by the relevant funded organisation manager.

**Monitoring compliance with WWCC & Criminal History Checks**

We maintain procedures to ensure that all staff and volunteers undergo a periodic ‘working with children’ check or equivalent as well as a ‘national criminal history record’ check to confirm that they do not have criminal charges and/or convictions that would pose a particular risk if they work with children or young people. [x Insert other requirements as needed depending on jurisdictional requirements, see Appendix 2 for more information x}

**Identity check**

If ‘proof of identity’ documents aren’t sighted as part of the WWCC or Criminal History Check process, the identity of each short-listed applicant for any ‘staff or volunteer position is confirmed by sighting original ‘proof of identity’ documents presented by the applicant. Once the documents are sighted, we record the details on a ‘proof of identity’ form. On completion of the recruitment process, we add the successful applicant’s ‘proof of identity’ form to their staff and volunteers file.

If a variation is required in relation to proof of identity requirements, such as an applicant being unable to provide specific documentation, we advise senior management and seek approval for a variation.

**Undertaking reference checks**

We conduct a minimum of two reference checks for all shortlisted applicants as a means to gather additional information about the applicant’s suitability to work in the role for which they have applied.

Applicants being considered for appointment should, in the first instance, be asked to provide contact details for two professional referees who can provide information relating to the applicant’s suitability to work with children. Professional referees:

• should include a representative of the applicant’s current or most recent employer

• must have had a direct managerial relationship with the applicant and so be capable of commenting knowledgeably in relation to the applicant, and ideally have been the applicant’s supervisor or line manager.

Personal referees are not recommended. However, if there is no option but to include a personal referee, then that referee:

• should not be related to the applicant

• should have known the applicant for at least 12 months

• must be able to vouch for the applicant’s reputation and character.

The referee checks we undertake must involve directly contacting the referee. Written character references are not sufficient unless also followed up and verified through direct contact.

Difficulty in contacting referees, such as those based overseas, or those who have left an organisation, is not justification for accepting lower standards of scrutiny.

We use a ‘referee discussion’ form to record details of our discussions with referees in relation to the suitability of an applicant to work with children. We use ‘Referee questions’ to guide our discussion with a referee. A completed ’Reference check’ form is to be filed in a successful applicant’s staff and volunteers file prior to the applicant starting work with our organisation.

**Qualification and registration checks**

We check the educational or vocational qualifications, or professional registration for all shortlisted applicants.

**Guidelines for parent-volunteers, external providers and minors**

**Parent-volunteers**

We emphasise to these parents the importance our organisation places on protecting the children and young people to whom we deliver services.

We inform prospective parent volunteers that, in the light of the above, our organisation’s approach is to take every precaution to protect the children and young people in our care. Where our jurisdiction allows, we require parents to undergo a ‘working with children’ check or where this is not applicable a ‘criminal history record’ check. However, we comply with any ‘working with children’ check legislation that specifically exempts ‘parent volunteers’ from undergoing such checks. [x Depending on the jurisdiction(s) your sport operates you may need to tailor this to the relevant legislation x}

**External providers including contractors and consultants**

Where our organisation makes use of the services of staff and volunteers for short periods we comply with the requirements under the legislation that applies in our jurisdiction(s) with respect to ‘working with children’ checks.

Where such checks are not undertaken, it is imperative that those working with our organisation are supported, closely supervised and monitored while they assist with delivering our service – in line with our commitment and procedures to safeguard children and young people at all times.

Recruitment, screening and induction requirements for external providers are dependent on their level of interaction with children and young people both in terms of the level of unsupervised contact they may have and the duration of contact. The matrix on the following page is a guide to recruitment, screening and induction requirements for external providers. It is critical that when adapted for use in your sport that this matrix meets the specific jurisdictional legislation regarding WWCC Requirements

**Definitions**

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| ***Unsupervised*** | Where the adult’s contact with children and young people is not directly supervised by another adult and hence they have responsibility for care of children and young people. This includes roles having responsibility for management of direct service contact staff and volunteers and management of personal records of children and young people. |
| ***Supervised*** | Where the adult’s contact with children and young people is directly supervised by another adult and hence do not have primary responsibility for children and young people. |
| ***Direct service contact*** | Providing activities or services to children and young people as a core part of the role. |
| ***Secondary contact*** | Performing ancillary or administrative functions in organisations that provide services for children and young people and where children and young people are present. |
| ***No direct service or secondary contact*** | Work is conducted in areas where children and young people are not usually present; contact with children and young people is incidental to the role and those children and young people with whom they have incidental contact are supervised by other adults. |
| ***Short term*** | One-off, temporary, less than 2 weeks |
| ***Ongoing intermittent*** | Sessional or casual work usually of a few hours duration, on an infrequent basis |
| ***Ongoing*** | Long term, full-time or part-time |
| ***Briefing on Child Safe Policies*** | An explanation (as it relates to the particular role) of the organisation’s commitment to preventing child abuse, its expectations in relation to behaviour with children and young people and its child abuse reporting policy. |

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| --- | --- | --- | --- | --- |
|  |  | **Frequency and duration of contact** | | |
|  | **Nature of contact** | **Short-term** | **Ongoing intermittent** | **Ongoing** |
| **Degree of unsupervised direct service contact** | **Unsupervised, direct service contact** | Example: Emergency relief teacher, coach, educator, carer, mentor, counsellor, weekend camp leader, chaperone | Example: Specialist teacher, coach, educator in skills program run every term | Example: Teacher, coach, educator, carer, mentor, counsellor, manager of children’s services, Board members |
| **Supervised, direct service or secondary contact** | Example: Work experience, administration & reception, event support | Example: Maintenance contractor, administration & reception, parent volunteer | Example: Work experience, kitchen staff, administration & reception in children’s service |
| **Supervised, no direct service or secondary contact** | Example: fundraisers, marketing,  auditor, building contractor in non-child related areas | Example: Maintenance contractor, finance, book keeper, administration in non-child related areas | Example: Staff and volunteers in non-child related areas, after hours cleaners |

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| **Risk Management Requirements** | **WWCC \*\*** | **Interview with Child Safe questions** | **Reference with Child Safe questions** | **Briefing on Child Safe Sport Commitment** | **Signed Code of Behaviour** | **Child Safe Course (e.g. Play by the Rules)** |
| **Minimal** | N | N | Y | Y | N | N |
| **Low** | Y | N | Y | Y | Y | N |
| **Medium** | Y | Y | Y | Y | Y | N |
| **High** | Y | Y | Y | Y | Y | Y |

\*\*Depending on the WWCC legislation in the jurisdiction the staff, volunteer or contractor is working in

**Minors**

We have adopted a policy applying to minors who work with children and young people in our care, which:

[x select/adapt the option(s) that apply in the jurisdictions in which your organisation operates x]

• requires our organisation to comply with any ‘working with children’ check legislation that applies across the jurisdiction(s) in which we operate and undertake such checks for all minors working with children and young people in our care.

**OR**

• requires our organisation to comply with any ‘working with children’ check legislation that specifically exempts minors from undergoing such checks and so we require those minors to undergo a ‘national criminal history record’ check.

**OR**

• requires our organisation to comply with any ‘working with children’ check and ‘national criminal history record’ check guidelines that specifically exempts minors from undergoing such checks and so we require those minors to be subject to more comprehensive:

**-** screening during recruitment interviews and reference checks

**-** on-the-job supervision.

**Use of External Recruitment Agencies**

When we use external recruitment agencies we ensure that they undertake recruitment processes that meet these recruitment and screening requirements and that they provide records to us that demonstrate their compliance with these requirements.

**Records and documentation**

We maintain records of our recruitment and screening processes including records of:

* Recruitment applications
* WWCC and Criminal History checks
* Interviews
* Reference checks.

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## Supporting Resources

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| Play By the Rules: https://www.playbytherules.net.au |
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| *Please amend this table to reflect relevant documents for your organisation* |