



# SPORT CLIMBING AUSTRALIA

## **CHILD SAFE SPORT RECRUITMENT & SCREENING SPORT CLIMBING AUSTRALIA LIMITED**

Date: 14 April 2020



# SPORT CLIMBING AUSTRALIA

## **TABLE OF CONTENTS**

1.	PURPOSE .....	1
2.	RESPONSIBILITIES .....	1
3.	KEY REQUIREMENTS .....	1
3.1	Advertising.....	1
3.2	Commitment .....	2
3.3	Face-to-face interview.....	2
3.4	'Working with children' checks .....	3
4.	CRIMINAL HISTORY RECORD CHECKS .....	3
4.1	National Criminal History Record Checks .....	3
4.2	Monitoring compliance with WWCC & Criminal History Checks .....	5
4.3	Identity check.....	5
4.4	Undertaking reference checks .....	6
4.5	Qualification and registration checks.....	6
5.	GUIDELINES FOR PARENT-VOLUNTEERS, EXTERNAL PROVIDERS AND MINORS	7
5.1	Parent-volunteers .....	7
5.2	External providers including contractors and consultants.....	7
5.3	Definitions.....	7
5.4	Minors.....	9
5.5	Use of External Recruitment Agencies.....	10
5.6	Records and documentation .....	10
6.	SUPPORTING RESOURCES.....	10
6.1	Recruitment Interview Questions .....	11



# SPORT CLIMBING AUSTRALIA

## 1. 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 want to ensure we recruit staff and volunteers who are suitably qualified and committed to providing professional, safe and enjoyable programs and services to children and young people.

## 2. RESPONSIBILITIES

Our Executive Management team is responsible for undertaking recruitment and ensuring that our organisation’s recruitment and screening procedures are followed.

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

## 3. KEY REQUIREMENTS

### 3.1 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 who are to work with children and young people to undergo an extensive screening process prior to appointment, a process that may include, but is not*



# SPORT CLIMBING AUSTRALIA

*limited to, comprehensive reference checks, an identity check, a 'working with children' or equivalent check and/or a 'national criminal history record' check."*

Abbreviated:

*"We are committed to protecting children and young people from harm. All applicants must undergo an extensive screening process prior to appointment."*

### **3.2 Commitment**

Our organisation's policy to safeguard children and young people is referenced for all applicants as part of the position description and application documentation, prior to interview.

### **3.3 Face-to-face interview**

All applicants for employment 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 professional experience, qualifications and competence
- the applicant's beliefs and values in relation to the treatment of children and young people
- the applicant's general awareness, professional experience, qualifications and understanding of child protection issues competence
- the applicant's reasons for leaving any 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.

In undertaking an interview with any applicant for a '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.



# SPORT CLIMBING AUSTRALIA

## **3.4 'Working with children' checks**

The person responsible for recruiting a staff member or volunteer must sight the applicable 'working with children' check (WWCC) or equivalent check (this may vary depending on the jurisdiction) and record relevant details in the appropriate organisational management system.

Our organisation will not engage a person who does not have a satisfactory WWCC 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 WWCC (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 have been charged or convicted of a crime that would make him/her ineligible to be granted a WWCC (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.

## **4. CRIMINAL HISTORY RECORD CHECKS**

### **4.1 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 WWCC is not possible.

Applicants will be advised 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 the appropriate HR or People & Culture Manager or if necessary the CEO for assessment of the applicant's suitability in accordance with the requirements of the role for which they have applied.

The above person 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 will be retained, and the original will be destroyed – in a secure manner – on completion of the selection process. We do record, however, the date and



# SPORT CLIMBING AUSTRALIA

certificate number of the police check in the appropriate management system for the applicant's staff and volunteers file on a 'National criminal history record check' form.

Whenever possible no applicant is to be offered a position until after completion of their WWCC check or 'national criminal history record' check.

Australia has three types of checks for child-related work:

## Working with Children Checks (WWCC)

- WWCCs involve checking a person's criminal history and, in some jurisdictions, disciplinary information to determine their suitability to engage in child-related work. Successful applicants are granted a clearance, which they can use as evidence of their suitability to engage in child-related work for a specified period.
- WWCCs are used in New South Wales, the Northern Territory, Queensland, Victoria and Western Australia.

## Working with Vulnerable People (WWVP)

- WWVPs are similar to WWCCs. WWVPs assess a person's suitability to work with vulnerable people in regulated activities. Children and disadvantaged adults (such as adults with a disability and adults who cannot communicate in English) are considered vulnerable people.
- The Australian Capital Territory and Tasmania have implemented WWVP schemes.

## Criminal history assessments

- Under this type of check, organisations must ensure criminal history assessments are conducted before engaging people to work in particular positions. The onus is on the relevant jurisdictional legislation. organisation to ensure the assessments are undertaken, not the individual.
- Criminal history checks are not monitored on an ongoing basis as they are in other jurisdictions; they are a point-in-time check only. Employers must ensure that assessments are conducted at least once every three years.
- South Australia is the only jurisdiction utilising criminal history assessments for child-related work.

This table sets out the various schemes in place across Australia.

<b>ACT</b>	Working with vulnerable people	<a href="https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804/kw/wwvp">https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804/kw/wwvp</a>
<b>NSW</b>	Working with children checks	<a href="http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check">http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check</a>



# SPORT CLIMBING AUSTRALIA

<b>NT</b>	Working with children checks	<a href="http://www.workingwithchildren.nt.gov.au/">http://www.workingwithchildren.nt.gov.au/</a>
<b>SA</b>	Criminal history assessments	<a href="https://www.dcsi.sa.gov.au/services/screening/what-kind-of-screening-do-i-need">https://www.dcsi.sa.gov.au/services/screening/what-kind-of-screening-do-i-need</a>
<b>QLD</b>	Working with children checks	<a href="https://www.bluecard.qld.gov.au">https://www.bluecard.qld.gov.au</a>
<b>TAS</b>	Working with vulnerable people	<a href="http://www.justice.tas.gov.au/working_with_children">http://www.justice.tas.gov.au/working_with_children</a>
<b>VIC</b>	Working with children checks	<a href="http://www.workingwithchildren.vic.gov.au">http://www.workingwithchildren.vic.gov.au</a>
<b>WA</b>	Working with children checks	<a href="https://workingwithchildren.wa.gov.au/">https://workingwithchildren.wa.gov.au/</a>

## 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.

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

We maintain procedures to ensure that all staff and volunteers undergo a periodic WWCC '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.

### 4.3 **Identity check**

If 'proof of identity' documents are not 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



# SPORT CLIMBING AUSTRALIA

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.

#### **4.4 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. If however there is no option but to include a personal referee, then that referee must:

- not be related to the applicant
- have known the applicant for at least 12 months
- be able to vouch for the applicant's reputation and character.

Referee checks 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.

A reference check template will be used to record details of 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.

#### **4.5 Qualification and registration checks**

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





## 5. GUIDELINES FOR PARENT-VOLUNTEERS, EXTERNAL PROVIDERS AND MINORS

### 5.1 *Parent-volunteers*

We emphasise to these parents the importance of protecting the children and young people with whom we deal or 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. We will recognise any WWCC legislation that specifically exempts ‘parent volunteers’ from undergoing checks.

### 5.2 *External providers including contractors and consultants*

Where our organisation makes use of the services of staff and volunteers for short periods it will comply with the requirements under the legislation that applies in those jurisdiction(s) with respect to WWCC.

Where such checks are not undertaken, it is imperative that those working with our organisation are supported, closely supervised and monitored whilst they assist with delivering services – 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 this matrix meets the specific jurisdictional legislation regarding WWCC requirements.

### 5.3 *Definitions*

<b>Unsupervised</b>	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.
<b>Supervised</b>	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.
<b>Direct service contact</b>	Providing activities or services to children and young people as a core part of the role.



# SPORT CLIMBING AUSTRALIA

<b>Secondary contact</b>	Performing ancillary or administrative functions in organisations that provide services for children and young people and where children and young people are present.
<b>No direct service or secondary contact</b>	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.
<b>Short term</b>	One-off, temporary, less than 2 weeks
<b>Ongoing intermittent</b>	Sessional or casual work usually of a few hours duration, on an infrequent basis
<b>Ongoing</b>	Long term, full-time or part-time
<b>Briefing on Child Safe Policies</b>	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.



# SPORT CLIMBING AUSTRALIA

Frequency and duration of contact

Degree of unsupervised direct service contact	Nature of contact	Short-term	Ongoing intermittent	Ongoing
	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

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

## 5.4 Minors

We have adopted a policy applying to minors who work with children and young people in our care, which requires our organisation to comply with any WWCC legislation that applies across the jurisdiction(s) in which we operate and undertakes such checks for all minors



# SPORT CLIMBING AUSTRALIA

working with children and young people in our care. Where WWCC legislation specifically exempts minors from undergoing such checks, we require those minors to undergo a 'national criminal history record' check and be subject to more comprehensive:

- screening during recruitment interviews and reference checks
- on-the-job supervision.

## **5.5 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.

## **5.6 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.

## **6. SUPPORTING RESOURCES**

Play By the Rules: <https://www.playbytherules.net.au>

Australian Childhood Foundation

Sport Australia

Please amend this table to reflect relevant documents for your organisation

<b>Related Legislation</b>	<b>Principal Act</b>
Australian Capital Territory (Office for Children, Youth and Family Support, Department of Disability, Housing and Community Services) <a href="http://www.legislation.act.gov.au">www.legislation.act.gov.au</a>	Working with Vulnerable People (Background Checking) Act 2011 (ACT)
New South Wales (Department of Community Services) <a href="http://www.legislation.nsw.gov.au">www.legislation.nsw.gov.au</a>	Child Protection (Working with Children) Act 2012 (NSW)



# SPORT CLIMBING AUSTRALIA

Northern Territory (Children, Youth and Families, Department of Health and Families) <a href="http://www.nt.gov.au/dcm/legislation/current.html">http://www.nt.gov.au/dcm/legislation/current.html</a>	Care and Protection of Children Act 2007 (NT) (NOTE: Not all provisions are in force)
Queensland (Department of Communities) <a href="http://www.legislation.qld.gov.au/OQPChome.htm">www.legislation.qld.gov.au/OQPChome.htm</a>	Child Protection Act 1999 (Qld)
South Australia (Families SA; Department for Families and Communities) <a href="http://www.legislation.sa.gov.au/index.aspx">www.legislation.sa.gov.au/index.aspx</a>	Children's Protection Act 1993 (SA)
Tasmania (Child Protection Services, Department of Health and Human Services) <a href="http://www.thelaw.tas.gov.au/index.w3p">www.thelaw.tas.gov.au/index.w3p</a>	Children, Young Persons and their Families Act 1997 (Tas)
Victoria (Children Protection and Juvenile Justice Branch; Department of Human Services) <a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>	Children, Youth and Families Act 2005 (Vic)
Western Australia (Department for Child Protection) <a href="http://www.slp.wa.gov.au/legislation/statutes.nsf/default.html">http://www.slp.wa.gov.au/legislation/statutes.nsf/default.html</a>	Children and Community Services Act 2004 (WA)

NOTE other state-specific legislation may be applicable to this policy including but not limited to family law, adoption and human rights legislation.

## 6.1 Recruitment Interview Questions

You must at a minimum ask the following as part of the interview process:

- Can you please tell us about your beliefs and values in relation to working with children and young people?
- Can you please tell us about your awareness and understanding of child protection?
- Can you please tell us about your professional experience, competencies and qualifications in relation to working with children and young people?
- Can you please tell us why you left your previous position?

Additional optional questions:

- What do you find most rewarding about working with children and young people?
- What do you find most challenging about working with children and young people?



# SPORT CLIMBING AUSTRALIA

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