

Worksheet 3: Screen and Recruit the Right People

Safeguarding Children and Young People

Key points:

Where applicable, members must have a valid and relevant Working with Children Check or state equivalent. Clubs and members employing staff must follow the 'SLSA Recruitment and Screening procedure for roles with direct contact with or permitting access to Children and Young People'.

Screening and Recruiting Staff and Volunteers to Safeguard Children and Young People

An important third step in the safeguarding process is to endeavour that we recruit and engage with the safest and most suitable staff, volunteers and partners to work with or have contact with children and young people. Your club should endeavour to ensure that those recruited share the values of SLS, always act in the best interests of children and young people and protect children and young people from all forms of abuse.

Why is screening and recruitment important?

This step in the process is critically important as we move from the policy side of things to the practical for safeguarding. Research tells us that organisations with weak child-safe screening and recruitment procedures greatly increase the risk of engaging someone who may pose an unacceptable risk of harm (e.g. physical, sexual or emotional) to children and young people.

As such, it is important that all of our SLS clubs follow the procedure set out by their respective state or territory to provide a minimum assurance that people recruited to work within our clubs have been appropriately screened and will uphold the values of SLS and contribute to creating safe environments for our children and young people.

Strengthened screening and recruitment processes in our Member Protection Policy

Our Safeguarding Program identifies specific procedures for screening and recruitment of staff and volunteers. These procedures are now included in the 'SLSA Recruitment and Screening procedure for roles with direct contact with or permitting access to Children and Young People'.

These procedures can be found in the SLSA Member Protection Policy Appendix A (2.6)

Your club's role in screening and recruiting for safeguarding children and young people

It is your club's responsibility to ensure that you follow the 'SLSA Recruitment and Screening procedure for roles with direct contact with or permitting access to children and young people' at all times. We encourage your club committee and anyone involved in the recruitment of new staff and/or volunteers to be familiar with this procedure and understand how to put it into practice.

Part of this practical application will include being aware of the working with children and young people screening requirements for your state/territory, as there are some subtle legislative differences across the states. You can find more information about requirements affecting your club here: <https://www.playbytherules.net.au/got-an-issue/child-safe-sport/child-safeguarding-laws-explained>

In addition, it is your club's responsibility to ensure that all staff and volunteers receive an appropriate induction and are aware of their child safety responsibilities, screening requirements and reporting obligations.

To assist you with this important step, we have developed a 'Paid Staff Screening Checklist Form' that you can use in your recruitment of paid staff and volunteers. You will find an example of the form at the end of this fact sheet, copies can also be downloaded from www.sls.com.au/safeguarding. Using this Checklist Form can assist your club in discussing your club's screening requirements and identifying information or screening gaps to be actioned before a potential staff or volunteer commences their role.



Action plan

- Identify a club committee member to take leadership for i) investigating the local screening requirements for working with children/young people in your state/territory, and ii) determining any needs for development/update of screening processes in your club to ensure compliance with the SLSA screening and recruitment procedures and your local legislative requirements.
- Ensure 'Safeguarding Children and Young People' continues to be included on your club committee agenda
- Distribute a copy of the SLSA screening and recruitment procedures, Worksheet 3, and recommendations, if any, for the development/refinement of your clubs screening and recruitment procedures for compliance with the SLSA procedures and your local legislation
- Encourage discussion at your committee meeting and consider any implications for club practice, this will include developing a club response where screening checks reveal any issues for concern
- Once your procedure is approved/endorsed by your club committee, give thought to your induction and training processes and follow up with communication to club

What next?

We encourage your club to think about ways to put your procedure into practice. Strategies include:

- Ensure members responsible for the screening and recruitment of staff and volunteers are provided access to the SLSA procedure, club-specific details (e.g. local legislation and dealing with issues of concern), and Paid Staff Screening Checklist Forms. You might make these available somewhere on your website for ease of access
- Promote the screening and recruitment process in your club newsletter and/or via social media
- Continuously reflect on club practice to ensure the SLSA screening and recruitment procedure is adhered to at all times
- Schedule a review of existing staff checks to ensure compliance across your club, and monitor expiry dates on relevant checks to ensure these remain up to date.

Notes

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Paid Staff Screening Checklist Form

Safeguarding Children and Young People

The following checklist is to assist clubs in the recruitment of paid staff, and should be completed by the Club during the recruitment process.

Insert Club Name

Personal Details

Name

Date of Birth Contact No.

Position applied for?

Address:

Screening Checks

Working with Children (or State equivalent)(WWC) Yes No Number/Ref No. Expiry

To be Submitted Submitted Pending Approval Application No.....

National Police Check (NPC) Yes No NPC No..... Expiry

To be Submitted Submitted Pending Approval Application No.....

Referees Checked Yes No

Additional Screening

Member Protection Declaration signed Copy Attached

Screening Notes

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Authorised Club Representatives

Club President (Name)..... Recruitment Coordinator

Signature..... Signature.....

Date Date

Instructions for Club Representatives:
Please be aware that once this form has been completed it should be securely stored because it contains private information.
It is recommended that clubs retain this information for a minimum of seven years



Reference Check #1

Reference Check #2

Referee Name.....
Referee Position Title.....
Professional/Personal Referee
Company.....
Referee contact details
Date reference provided.....

Referee Name.....
Referee Position Title.....
Professional/Personal Referee
Company.....
Referee contact details
Date reference provided.....

Privacy Act (please tell referee the following)

Under the Privacy Act candidates can obtain access to their files. Please be aware of this when answering the following questions:

Position Applicant held:

Relationship with Applicant:

Dates employed:

Reason for leaving:

What were his/her duties and responsibilities?

Would you have any concerns about the applicant working with children or young people?

Have there been any incidents, findings or allegations against the applicant in relation to allegations of inappropriate behaviour with respect to children and young people?

Describe his/her ability to work within a team? How did he/she relate to their peers/colleagues/supervisors?

Have you ever had any reason to question his/her honesty or integrity? If yes, why?

Name (Club member who conducted reference check).....

Position

Signature.....

Date reference completed

Recommended for position with Club Yes No

Please include answers to all questions, and file this to ensure a record of this reference check is kept

