

CHILD SAFE RECRUITMENT AND SCREENING CHECKLIST

The Victorian Child Safe Standards require that Netball personnel undertake robust recruitment and screening procedures when recruiting employees (full-time, part-time or casual employees) contractors and volunteers in Netball (collectively, “candidate(s)”) – particularly those working with Children & Young People (CYP). This document helps you by summarising best practices in recruitment and screening.

No	Step	Resource/Further Information	Progress
1.	<p>For all advertised positions (internal and external) involving direct or indirect contact with Children and Young People (CYP):</p> <p>(a) include the statements:</p> <ul style="list-style-type: none"> • <i>“We require all applicants to undergo background checks and screening prior to or during any appointment. Netball’s Commitment Statement to Safeguarding Children and Young People and other important information can be found at https://vic.netball.com.au/child-safety-netball and</i> • <i>“At [Organisation], we embrace diversity in gender, age, ethnicity, disability, religion and sexual orientation. We are committed to providing a safe environment for children across Netball.”; and</i> <p>(b) Netball Victoria Commitment to Safeguarding Children & Young People:</p> <p><i>Every person in the netball community has a responsibility to understand their role in ensuring the safety and wellbeing of all children and young people in our care.</i></p> <p><i>Netball Victoria is committed to promoting and protecting the rights of children and preventing abuse from occurring by fostering a culture where children feel safe and empowered.</i></p> <p><i>We also seek to ensure the cultural safety of First Nations children, children from culturally and/or linguistically diverse backgrounds and children with a disability.</i></p>	<p>https://vic.netball.com.au/child-safety-netball</p>	

No	Step	Resource/Further Information	Progress
2.	Conduct at least one face-to-face or video interview and address the candidate's awareness of Child Safe issues, their beliefs and values regarding children, scenario responses to difficult situations regarding children, their professional & disciplinary history with previous employers and any criminal charges or offences against the applicant.	Screening Guide & Template Interview Questions for Employing People working with Children & Young People (below)	
3.	Prior to offer, sight 'proof of identity' and 'proof of qualification' documents of shortlisted candidates relevant to their suitability to work with CYP – preferably a valid passport.		
4.	After acceptance of offer, place 'proof of identity' and 'proof of qualification' documents of successful candidate in a new employee file.		
5.	<p>Ensure that any candidate who will be undertaking child-related work has a satisfactory Working with Children Check ("WWCC") in compliance with Victorian legislation.</p> <p>Child-related work means work that involves direct contact with children. Direct contact is face-to-face, physical, written, oral or electronic contact. If you are unsure if the candidate will undertake child-related work go to the Do I Need a Check website.</p>	Working with Children Check Victoria (Click link)	
6.	<p>If a candidate does not hold a satisfactory WWCC (or equivalent), ensure that the candidate:</p> <p>(a) completes an application form prior to commencing and does not work with children until a satisfactory WWCC is provided. This application should be sighted by the relevant club/organisation; and</p> <p>(b) has a clause in his/her employment agreement or contract that makes their employment contingent on a satisfactory WWCC or equivalent being obtained.</p>	Working with Children Check Victoria <i>How to apply for a check.</i> (Click link)	
7.	Ensure that all candidates who may return a negative WWCC (or equivalent) are either terminated immediately or not employed/engaged (as the case may be, in accordance with legal advice to be obtained).		

8.	Maintain a register of WWCC (or equivalent) records for all key personnel in your Organisation. Ensure that this is monitored and updated as necessary.	WWCC Victoria Status Checker (Click link)	
9.	Undertake a minimum of two reference checks to ensure the candidate's suitability to work with CYP in the role for which they have applied.	NV Recruitment and Screening Guide & Template Reference Check Template (below)	
10.	Ensure that each candidate reads the Netball Australia Safeguarding Children & Young People Policy.	- Netball Australia Safeguarding Children & Young People Policy (Click link) - NV Signed Declaration Template (Click link)	
11.	Ensure that each successful candidate undertakes an induction process when commencing work with your organisation that includes education on keeping children and young people safe (such as Play by the Rules online courses: child protection and harassment & discrimination).	Refer to – NV Child Safety Induction Pack	

INTERVIEW QUESTIONS FOR EMPLOYING PEOPLE WORKING WITH CHILDREN & YOUNG PEOPLE

When recruiting employees, contractors and volunteers, the Victorian Child Safe Standards recommend you conduct at least one face-to-face or video interview for candidates that will have direct or indirect contact with Children & Young People (CYP). It also requires the interviewer to explore issues relating to the candidate's suitability to work with CYP.

To assist you in meeting these requirements, it is suggested that a minimum of 2-3 questions can be asked during interviews, focusing on more questions based on how much involvement the role will have with kids in Netball. Select 2-3 questions to suit the circumstances applicable to you:

- Would you tell us about your experience in relation to working with Children & Young People?
- How would you handle Children & Young People behaving in a manner that is disruptive or aggressive in a group setting?
- What would you do if you thought another person was harming a Child or Young Person?
- Have you ever had any disciplinary action taken against you in relation to you working with Children & Young People?
- Can you tell us about any 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 situation where one of the kids appears out of sorts and refuses to participate in activities?
- Have you ever dealt with a parent who had concerns about the safety of their child or young person? If so, how did you manage that situation?

REFERENCE CHECK TEMPLATE

Candidate Name:		Date:	
Position Applied For:		Team:	
Check Conducted by:			
Referee Name:			
Referee Phone Number:			
Referee Organisation:			
Relationship to Candidate: <i>(direct report, manager, colleague)</i>			
Role held by Candidate:			
Dates of Employment:	From:		To:
Key Responsibilities in previous role(s)?			
<ul style="list-style-type: none"> • • • • • • 			
In what capacity have you worked with candidate? Key Responsibilities in his/her role?			
<ul style="list-style-type: none"> • • • • • • 			

Candidate's key strengths and capabilities/knowledge?

-

Key areas of development for candidate?

-

Candidate performance rating history? Would they hire the candidate again?

-

Why candidate left referee employment?

-

Describe capability and achievements known in important role-specific areas (ie, strategy development, stakeholder management, analytics, reporting, writing, attention to detail, etc)

-

General suitability for role for which they are being considered? General comments?

-

SAFEGUARDING CHILDREN

Applicant's experience working with children and young people?

- [Include the ages of children that they may have worked with]

Referee's view of the applicant's strengths in working with children/young people?

-

Any concerns the referee has regarding the applicant working with children/young people or any complaints that may have previously been made against the applicant involving kids?

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