



BALLARAT GOLD

Standard 4- Human Resources

Ballarat Gold is committed to zero tolerance of child abuse. All members of the Ballarat Gold community have a duty of care to protect the safety, health and wellbeing of children in their care.

As an organisation with a diverse population, this includes students with a disability, Aboriginal and Torres Strait Islander children and children from culturally and linguistically diverse backgrounds.

Purpose

The recruitment and screening procedures have been developed to ensure that Swimming Australia and all Clubs recruit people who are suitably qualified and committed to providing professional, safe and enjoyable activities and services to Children or Young People. There are specific recruitment and screening procedures that must be consistently and comprehensively followed by Swimming Australia and all Clubs when recruiting roles that have direct contact with or permit access to Children or Young People in swimming.

As applicable, Persons in Positions of Authority will be informed during their recruitment that their employment, coaching or volunteering will be subject to clearance under the Working with Children Check system and a National Criminal Records Check. 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 activities. It is also a serious breach if an individual continues in his/her employment, coaching or volunteer role with us if he/she 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.

Terms:

- the term "volunteer" includes any individuals volunteering their time free of charge, or receiving reimbursement expenses only; and
- the term "employee" includes any individuals, whether full time, part time or casual, being employed by Swimming Australia or its Clubs and being remunerated for their time and/or services.

Advertising

All Swimming Australia and Club advertised positions and internal position descriptions for positions that require direct contact with or permit access to Children or Young People should contain the following statement:

“We require all applicants to undergo an extensive screening and background check process prior to appointment.”

Child Protection Commitment Statement

The Child Protection Commitment Statement must be supplied to all applicants for advertised positions at the same time as the position description and application documentation, and at least prior to an interview. Swimming Australia suggests that all positions advertised online contain a link to Ballarat Gold's Child Protection Commitment Statement.

Face-to-face or video interview

All applicants that require direct contact with, or that permit access to Children or Young People, are required to attend or participate in at least one face-to-face or video interview. As part of the face-to-face or video interview, we highlight our commitment to protecting Children or Young People from Abuse. We also explain our screening requirements and their purpose.

During face-to-face or video interviews, the Swimming Australia or Club Persons in Positions of Authority conducting the relevant interview must examine the following issues relating to the applicant's suitability to work with Children or Young People:

· the applicant's general awareness and understanding of Child or Young Person protection issues and the importance of ensuring the safety and wellbeing of Children or Young People in particular;

- the applicant's beliefs and values in relation to the treatment of Children or Young People;
- the applicant's professional experience, qualifications and competence;
- the applicant's reasons for leaving previous positions involving work with Children or Young People; and
- any potential concerns regarding the applicant's resume or work history, such as gaps in their work history, frequent job changes, and inability to nominate precise start or end dates for previous roles.

In undertaking an interview with any applicant for any role requiring direct contact with or access to Children or Young People, hiring Persons in Positions of Authority must reference and choose appropriate '**Interview questions**' as linked on the Safe Sport Resources section on Swimming Australia Limited's website. We document an applicant's responses and, if they are the successful applicant, we will add that documentation to their personnel file.

Proof of Identity and Qualifications Check

The identity and qualifications of each shortlisted applicant for any position requiring direct contact with or access to Children or Young People must be confirmed by sighting 'proof of identity' and 'proof of qualifications' documents presented by the applicant that are relevant to their role and their suitability to work with Children or Young People. On completion of the recruitment process, we will add copies of the successful applicant's 'proof of identity' and 'proof of qualifications' documents to their employment file. See Excel file.

Background and Screening Checks

Unless the law provides otherwise, all Swimming Australia Limited, Member Association and Club boards (however named) and employees must have a satisfactory Working with Children Check in the appropriate jurisdiction in which they spend the majority of their working time.

In addition, at the discretion of the engaging organisation, applicants may also be required to satisfy a number of background checks, at the commencement of, and in some cases during the time in which they hold their position. These include (but are not limited to) the following:

- a National Criminal History Record Check;
- a Signed Declaration;
- a reference check; and/or
- any other relevant background checks to assess a person's suitability to work with Children or Young People.

Working with Children Checks

The Person in a Position of Authority that is responsible for recruiting must either verify with the appropriate WCCC or, if the information cannot be verified through the appropriate authority, sight a copy of the applicable 'Working with Children' documentation and record relevant details using our 'Working with Children Check Record' (excel file).

Working with Children Checks Victoria

Working with Children Check Unit,
Department of Justice & Regulation
Telephone: 1300 652 879
Web: www.workingwithchildren.vic.gov.au

National criminal history record checks Victoria

Victoria Police
Phone: 1300 881 596
Web:
www.police.vic.gov.au/content.asp?Document_ID=274

Undertaking reference checks

Swimming Australia and its Clubs must conduct a minimum of two reference checks for all shortlisted applicants for any employment or volunteer roles. This is to gather additional information about the applicant's suitability to work in the role for which they have applied and to ensure the applicant holds the professional qualification, experience or registration they claim to hold in relation to their suitability to work with Children or Young People.

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 the role, including relating to the applicant's suitability to work with Children or Young People. Professional referees:

- should include a representative of the applicant's current or most recent employer; and
- must, where practicable, have had a direct managerial relationship with the applicant and so be capable of commenting with direct knowledge 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 (for example – applicants are applying for their first job), then that referee:

- should not be related to the applicant;
- should have known the applicant for at least 12 months; and

- must be able to vouch for the applicant's reputation, good standing and character. The referee checks we undertake must involve direct contact with the referee, whether in-person, by phone, via video link or email. 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 completed 'Reference Check' form is to be filed in a successful applicant's personnel file prior to the applicant starting their engagement with Swimming Australia or a Club. Please see the "Reference Check Template" located in the Safe Sport Resources section on the Swimming Australia Limited website.

Guidance for volunteers, short-term appointees and Children or Young People in Positions of Authority

Sensitivity is required in relation to asking parents/carers of the Children or Young People to whom we deliver activities, events, programs and services to undergo 'Working with Children' or 'National Criminal History Record' checks before they are accepted as volunteers.

Swimming Australia and Club Persons in Positions of Authority must emphasise to these parents/carers the importance we place on protecting the Children or Young People to whom we deliver activities, programs, events and services, informing them that, whilst rare, there have been instances of parents/carers using their volunteer status within organisations such as ours as a path to abusing Children or Young People. At the same time, we also state that we appreciate that the vast majority of parent/carer volunteers find the idea of Abusing a Child or Young Person abhorrent and that parents/carers make a considerable contribution to our Sport and thereby to the wellbeing of the Children or Young People to whom we provide activities, events, programs and services.