



# Child Safe Standards

## RECRUITMENT & SCREENING GUIDE AND TEMPLATES

<b>Date created:</b>	1 August 2023									
<b>Audience:</b>	Club Members and Supporters									
<b>Version:</b>	2021:2									
<b>Purpose of Document:</b>	Summarise and simplify our responsibilities to keep kids safe when recruiting people in Aikman Club or rowing for any role.									
<b>Actions:</b>	<ul style="list-style-type: none"> <li>• Read and understand</li> <li>• Encourage others to read and understand</li> <li>• Make available and circulate to staff and volunteers</li> </ul>									
<b>Review:</b>	1 Year Later than date if not prior									
<b>Aikman Club Contact:</b>	secretary@aikman.club									
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1. Child Safe Recruitment & Screening Checklist	3									
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<b>Other relevant resources:</b>	<ul style="list-style-type: none"> <li>• Child Safe User Guide</li> <li>• Summary of the Code of Conduct for dealing with Children &amp; Young People</li> <li>• Child Safe Parent Guide</li> <li>• Guide for Kids</li> <li>• eSafety Guide</li> <li>• Guidance to deal with Child Safe Concerns</li> <li>• Tips and Scripts for Complaint Management</li> <li>• Form – Confidential Record of Child Safe Concern]</li> </ul>									

## AIKMAN CLUB

# Child Safe Standards

## CHILD SAFE RECRUITMENT AND SCREENING CHECKLIST

The Victorian Child Safe Standards require that Aikman Club personnel undertake robust recruitment and screening procedures when recruiting employees (full-time, part-time or casual employees) contractors and volunteers in Aikman Club (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 <b>advertised</b> positions (internal and external) involving direct or indirect contact with Children and Young People (<b>CYP</b>):</p> <p>(a) include the statements:</p> <ul style="list-style-type: none"> <li>• <b><i>“We require all applicants to undergo background checks and screening prior to or during any appointment. Aikman Club’s Commitment Statement to Safeguarding Children and Young People can be found at <a href="http://www.aikman.club">www.aikman.club</a> and</i></b></li> <li>• <b><i>“At Aikman Club, we embrace diversity in gender, age, ethnicity, disability, religion and sexual orientation. We are committed to providing a safe environment for children across Aikman Club and rowing.”; and</i></b></li> </ul> <p>(b) attach Aikman Club’s Commitment Statement to Safeguarding Children &amp; Young People.</p>	<p>[Throughout this column, reference the relevant sections/clauses of [Organisation/Sport’s] policy stating each requirement]</p>	
2	<p>Conduct at least <b>one face-to-face or video interview</b> 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 &amp; disciplinary history with previous employers and any criminal charges or offences against the applicant.</p>		

No.	Step	Resource/ Further Information	Progress
3	Prior to offer, <b>sight</b> `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 <b>new employee file</b> .		
5	<p>Ensure that any candidate who will be undertaking child-related work has a <b>satisfactory Working with Children Check (“WWCC”)</b> 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 <a href="#">Do I Need a Check website</a>.</p>		
7	<p>If a candidate does not hold a satisfactory <b>WWCC (or equivalent)</b>, ensure that the candidate:</p> <p>(a) completes an <b>application form</b> 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 <b>employment contingent on a satisfactory WWCC or equivalent</b> being obtained.</p>		
8	Ensure that all candidates who may return a <b>negative WWCC (or equivalent)</b> are either <b>terminated immediately or not employed/engaged</b> (as the case may be, in accordance with legal advice to be obtained).		
9	Maintain a <b>register of WWCC (or equivalent)</b> records for all key personnel in [Organisation/Sport]. Ensure that this is monitored and updated as necessary.		



No.	Step	Resource/ Further Information	Progress
10	Undertake a <b>minimum of two reference checks</b> to ensure the candidate's suitability to work with CYP in the role for which they have applied.		
11	Ensure that each candidate signs or has signed a Aikman Club <b>Member Protection/Child Safe Declaration.</b>		
12	Ensure that each successful candidate undertakes an <b>induction process</b> when commencing work with Aikman Club that <b>includes education on keeping children and young people safe</b> (such as Play by the Rules online courses: child protection and harassment & discrimination).		



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## INTERVIEW QUESTIONS FOR EMPLOYING PEOPLE WORKING WITH CHILDREN & YOUNG PEOPLE

When recruiting employees, contractors and volunteers, the Victorian Child Safe Standards recommend [sports/organisations] 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 Aikman Club. 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?



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## REFERENCE CHECK TEMPLATE

<b>Candidate Name:</b>				<b>Date:</b>	
<b>Position Applied For:</b>				<b>Team:</b>	
<b>Check Conducted by:</b>					
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:		
<b>Key Responsibilities in previous role(s):</b>					
<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>					
<b>In what capacity have you worked with candidate? Key Responsibilities in his/her role?:</b>					
<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>					



**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?**

- 

**Referee's observation of how the applicant disciplined a child or young person or handled a situation in which a child was angry?**





Any other comments?

-