



# Child Safe Recruitment, Induction and Training Policy

## Purpose of this policy

The aim of this policy is to make sure that staff responsible for recruitment, induction and training of staff and volunteers at Australian Allsports Evolution, uphold our child safe recruitment, induction and training practices.

The policy sets out the processes for child safe recruitment of staff and volunteers for any child-related roles. The policy also includes the induction process for new recruits and volunteers, and further training that may be required at times for all staff, including volunteers. This is to make sure they continue to have the required skills to prevent risk of harm to children.

## Who the policy is for

This policy is for staff undertaking recruitment of staff or volunteers for child-related roles.

The child safe recruitment and induction processes set out in this policy must be applied to anyone we are considering for a child-related role at Australian Allsports Evolution.

This includes roles that involve any of the following:

- supervising children
- being alone with children or engaging with them in a way that is not observed or monitored
- taking part in programs/activities with children away from the organisation's usual locations
- having access (online or paper based) to a child's or children's personal and/or confidential information
- having any other type of unmonitored contact with children.

## Processes for child safe recruitment for staff and volunteers

### Employees

#### 1. Include our commitment to child safety in our advertising

Our job advertisements include details about our organisation's commitment to being child safe. We let potential staff members know at the outset that we uphold children's rights and take implementation of the Child Safe Standards seriously, and that everyone who works with children must have a cleared Working with Children Check. We provide a link in the job ad to our Statement of Commitment to Child Safety where possible.

## 2. Conduct a robust interview process for new employees

At Australian Allsports Evolution we conduct a thorough interview process. This involves:

- a. **Having the interview:** we decide on the questions we want to ask. For child-related roles, questions will generally focus on the applicants' experience working in previous child-related roles as well as experience relevant to the position advertised.
- b. **Assessing candidates and making the final selection:** the Director and/or coaches/volunteers discuss the interviews and will ask for references, organise the applicant to apply for a WWCC (Blue card) so applicant to participate in supervised coaching session to help decide if the candidate meets the criteria of a coaching position. If the candidate is applying for a administrative or marketing/IT position, the applicant will be given an opportunity to carry out duties relevant to the position to help the Director decide if they are suitable for the position.

## 3. Check references

Each candidate must provide the details of one to two referees.

At least one of the referees should be someone from their most recent role.

Referees should have directly supervised or managed the applicant in a professional capacity.

If the applicant has never worked before or has just left school, character references may be acceptable. However, these should not be from family members or be given as much weight as professional references.

We ask each referee whether they see any issues with the applicant working with children.

## 4. Screen and verify applicant's Working with Children Check

In QLD all adult workers in child-related work, whether paid or unpaid, must hold a WWCC clearance or a current application for a Working with Children Check (WWCC) clearance (unless they are subject to an exemption).

Employers have legal obligations around working with children. It is against the law to engage anyone in child-related work without a WWCC. If a worker or volunteer requires a WWCC, there are actions our organisation must take.

Before commencing employment, we make sure the applicant has a cleared WWCC and we verify it on the OCG's website.

We keep records for each verified worker, including:

1. Full name
2. Date of birth
3. WWCC number
4. Verification date
5. Verification outcome
6. Expiry date of WWCC
7. Whether the worker is in paid or volunteer work.

We continue to monitor and act to:

- keep all workers and volunteers' WWCC details up to date
- remind employees to renew which they can do up to 3 months before their WWCC expires, and
- remove anyone whose WWCC status is barred, interim barred, whose WWCC cannot be found or has expired from child-related work. We can only employ people who have an Application number or WWCC clearance in child-related work.

## 1. Undertake a broader national criminal history check or other checks for specific roles or circumstances

A police check (broader national criminal history check) may also be considered/required for some applicants. This includes applicants who have spent more than 6 months overseas in their previous role or are applying for the following roles:

1. Coaching roles
2. Administration, IT or marketing roles

An NDIS Worker Check may also be required for some applicants. This includes:

1. Coaching roles
2. Administration, IT and marketing

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## Volunteer screening

Before commencing, volunteers working or interacting directly with children in our organisation must also have a cleared and verified Working with Children Check, unless they are exempted. This should follow the processes set out above for new employees.

We undertake an informal interview with new volunteers, as part of our screening process. This should follow the general principles outlined above for employees.

Volunteers should also provide at least one referee – ideally someone who has worked with them in a previous role (paid or unpaid). We check with the referee whether they have any issues with the person working with children.

## What to do if our organisation is notified that someone is barred from working with children

**It is an offence to allow a barred person to work with children and they must be removed from child-related work.**

A person is barred from working with children if the Qld Family & Child Commission QFCC has determined that the person is a risk to working with children.

When the OCG bars a person in our organisation from working with children, they will contact the person registered as our 'contact person' when we initially registered as an employer in the WWCC system. The purpose of the initial contact is to determine whether the worker is currently working in our organisation, and whether they are working with children.

It is important that we respond to this request promptly and accurately.

If we have confirmed that the worker is working with children in our organisation, **the QFCC will issue a formal written notification** advising us to remove the worker from working with children.

Once this has been received, we need to take immediate action and respond to the QFCC in writing, confirming that the worker has been removed from working with children.

A record must be kept of our actions. This information should be treated confidentially and only the people in the organisation who need to know this should be advised.

## Child safe induction

At Australian Allsports Evolution we recognise that making sure a staff member or volunteer is safe and suitable to work with children is an ongoing process. Inductions for staff and volunteers include:

- an overview of all our child safe documents, including our Child Safe Code of Conduct (to be read and signed), the Child Safe Risk Management Plan and our Child Safe Reporting Policy, ensuring that that new staff and volunteers are advised of their reporting obligations and how to identify and raise a child safety concern
- a tour of our locations explaining any physical risks new recruits should be aware of (which are included in our Child Safe Risk Management Plan) and relevant behaviours on site as set out in the our Code of Conduct, including the use of personal devices
- ensuring new recruits complete required child safe training (see below), and
- monitoring and supervision.

We support new recruits and volunteers with appropriate instruction and feedback when needed, including regular oversight as they become familiar with the new role.

There is also a 1-month probationary period for all workers to make sure they are a good fit with our organisation.

## Child safe training

New staff and volunteers should complete required child safe training through the QFCC.

We ask staff and volunteers to complete <https://humanrights.gov.au/resource-hub/training/child-safe-organisations-training> on the QFCC's website.

## Child Safe Code of Conduct review

Staff and volunteers are told when we are reviewing our child safe policies and we invite them to contribute. When our Child Safe Code of Conduct is reviewed and updated, staff and volunteers must be asked to re-read and sign it. Signed copies should be kept on file.

## Next review date

The Directors/committee members will review this policy annually in April 2027 unless there are any incidents, in which case it will be reviewed immediately.

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# Interview Form

<b>Position title</b>	
<b>Name of applicant</b>	
<b>Interviewers</b>	
<b>Date</b>	

*Welcome applicant, introduce interviewers, and describe the organisation and the role.*

1. What interests you about the role and/or how did you find us?
2. What skills and experience can you bring to our programs, activities or services?
3. Can you tell me what you understand about Child Safe policies? What do you think of them?

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Other comments:

<b>Surname</b>		<b>First Name</b>	
<b>Role applied for</b>		<b>WWC number*</b>	
<b>Date verified</b>		<b>Outcome (cleared, barred etc)</b>	

\*If someone has just applied for a WWCC, they will have an APP (application) number not a WWC number. They are allowed to work in child-related roles. You should verify their APP number, and then their WWC number when they obtain it. More information on this is in the WWCC section of this resource.

Panel member	Position	Signature	Date
Name			
Name			
Name			



# Referee Interview Form

<b>Candidate name</b>			
<b>Referee name</b>			
<b>Organisation</b>			
<b>Referee position</b>		<b>Date</b>	
<b>Referee email</b>		<b>Phone</b>	
<b>Employment period</b>		<b>Reference check conducted by</b>	

'Candidate' has provided your name, as a referee, and I'd like to obtain some information from you about them.

Under privacy laws, 'candidate' can now access the information you give us. Equally, you may gain access to the information that you give me by contacting Australian Allports Evolution via email or our website.

Are you happy to proceed?

## Introductory

1. Describe the nature of your relationship to 'candidate'. (Are they 'candidate's' manager, etc?)
2. Can you please confirm their employment record (including position, responsibilities?)
3. Who did this role require the 'candidate' to liaise with on a regular basis, and how well did they communicate with them?
4. Was 'candidate' responsible for managing people? If so, please comment on their management skills and style of management.
5. What do you consider to be 'candidate's' main strengths (explore technical skills, personal attributes and anything else of relevance)?
6. Please comment on 'candidate's' attendance record (including punctuality and reliability).
7. Please comment on 'candidate's' honesty and integrity.
8. Work, health and safety is a critical component of every workplace. Please describe 'candidate's' commitment and approach to work, health and safety (explore in further detail if applicable).

9. Please explain, as you understand it, 'candidate's' reasons for leaving (where unsure, attempt to determine whether the parting was amicable).
  10. Please comment on how suitable you think they are for the job they've applied for (where appropriate).
  11. Do you have any further comments that would assist us in considering 'candidate' for this role?
  12. Do we have permission to disclose your comments to selected potential employers if required?
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