



Recruitment, Screening and Training Recommendations

These recruitment, screening and training requirements have been developed to provide a fair, safe, consistent, and comprehensive process to engage personnel across our sport. Our sport takes Child/Young Person protection seriously and ensures that the organisation recruits' personnel (employees and volunteers), that are suitably qualified and committed to providing professional, safe, and enjoyable programs and services to Children/Young People.

1. Child-Related Positions

(a) All roles within our sport (employees and volunteers) both new and existing should be assessed using Appendix 2: Child-Related Position Assessment Recommendations:.

(b) A Child-related position means a position that involves or may involve contact with Children/Young People, either under the position description or due to the nature of the role.

(c) Positions assessed as 'Child-related' should be appointed using the recruitment and screening process outlined in this Appendix 1: Recruitment, Screening and Training Recommendations.

2. Position Descriptions

(a) Developing appropriate selection criteria for a position is a valuable first step to reducing the risk of appointing someone who poses a Child/Young Person safety risk.

(b) Examples of appropriate selection criteria may include: 'Must have experience working with Children/Young People.' 'Must be able to demonstrate an understanding of appropriate behaviours when engaging with Children/Young People.'

3. Advertising

(a) All positions identified as Child-related should include the following statement in the position description and any advertising: {Sport Organisation} is committed to protecting Children/Young People from harm. We require all applicants that will work with Children/Young People to undergo an extensive screening process prior to appointment.

4. Interviews

(a) Relevant Organisations should conduct an interview when appointing a person to a Child-related position, preferably in-person or on a videoconference (e.g., Zoom etc.).

(b) During the interview, questions regarding the applicant's suitability to work with Children/Young People should be included. Refer to Appendix 3: Interview Recommendations and Sample Questions.

5. Working with Children Checks

(a) Working with Children Check (WWCC) laws aim to help prevent people who pose a known unacceptable risk from working with Children/Young People as paid employees or volunteers. WWCC laws are currently in place in all Australian states and territories.

(b) These laws require certain individuals involved in areas such as sport and recreation to undertake a check to determine their suitability to work (in a paid or volunteer capacity) with Children/Young People. Whether a particular individual is required to undertake a check depends on the WWCC laws of the relevant state or territory.

(c) Relevant Organisations must meet the requirements of the relevant state or territory WWCC laws. Specific state and territory requirements can be found here.

(d) All personnel that require a WWCC will supply a copy of it to, and/or authorise the Relevant Organisation making the appointment to verify the currency of the WWCC.

(e) Relevant Organisations must not engage a person who does not have a satisfactory WWCC in the relevant jurisdiction(s).

(f) Regardless of whether an individual is required or otherwise eligible to obtain a WWCC in the relevant jurisdiction(s), it would be a breach of the Safeguarding Children and Young People Policy if an individual:

- i. who has guilty findings that would make them ineligible to be granted a WWCC is appointed to a Child-related position in our sport; or
- ii. continues in a Child-related position if they have been charged or convicted of a crime that would make them ineligible to be granted a WWCC.

(g) Relevant Persons are required to report a Relevant Organisation any criminal guilty findings or charge that indicates that they may present a potential risk to the Children/Young People to whom they help deliver programs or services, such as illegal drug possession or use, gun crimes and assault including Adult sexual assault.

6. National Criminal History Record Checks

(a) Depending on the relevant jurisdictional legislation a Relevant Organisation may require the preferred candidates to have completed a 'national criminal history record check' (also known as a 'police check') where the candidate does not otherwise meet the jurisdictional threshold to apply for and obtain a WWCC.

(b) A criminal history does not automatically preclude an applicant from being appointed unless their criminal history suggests that they may pose a risk to Children/Young People. If there is information relevant to the employment decision, the applicant will be provided with an opportunity to respond to the contents of their police check (if they wish to do so).

(c) The decision to appoint or not appoint an applicant because of a police check result, along with the rationale for that decision, must be communicated to the applicant by the Relevant Organisation.

(d) A copy of the police check must not be retained. The original must either be returned to the applicant if requested or be destroyed in a secure manner on completion of the recruitment process. If the applicant is appointed, a record of the date and certificate number of the police check should be recorded in their personnel file.

7. International Criminal History Record Checks

(a) Any applicant who has resided overseas for 12 months or more in the last ten years should obtain an international criminal check.

(b) Some countries will not release information regarding an individual for personal or third-party purposes. Where police records checks cannot be made, reference checks should be conducted with at least two referees that personally knew the individual whilst they were residing in the other country.

(c) The Relevant Organisation should inform the applicant that referees will be asked whether they have knowledge or information concerning the applicant that would adversely affect the applicant from performing the job, including any relevant criminal offences. The credentials of persons acting as referees should be verified and can include previous employers.

(d) Overseas applicants should not commence until this process is satisfactorily completed.

8. Monitoring compliance

Relevant Organisations will ensure that all personnel in Child-related positions have a current WWCC and or relevant probity checks, as specified in state and territory legislation, a summary of which can be found here.

9. Reference checks

(a) The Relevant Organisation should conduct a minimum of two reference checks for the preferred applicant to gather additional information about the applicant's suitability to work in the role for which they have applied.

(b) The selected referees should:

- i. be able to provide information relating to the applicant's suitability to work with Children/Young People;

- ii. have known the applicant for at least 12 months;
- iii. not be related to the applicant;
- iv. be able to vouch for the applicant's reputation and character.

Please note: Written character references are not sufficient unless also followed up and verified through direct contact.

(c) Referees should be asked directly about any concerns they may have about the applicant working with Children/Young People. Appendix 4: Reference Check Recommendations and Sample Questions.

10. Qualification and registration checks

Educational or vocational qualifications, or professional registration should be verified for the preferred applicant for the position, if applicable.

11. Engagement of Children/Young People

(a) If a person under the age of 18 is appointed to a Child-related position, the Relevant Organisation should:

- i. comply with the relevant WWCC legislation;
- ii. undertake appropriate screening (interviews and referee checks);
- iii. ensure that they are aware that they are bound by the Safeguarding Children and Young People Policy, Child/Young Person Safe Practices and the obligations associated with WWCC; and
- iv. obtain information about any pre-existing relationships, especially where the Child/Young Person applicant interacts personally with another Child/Young Person participant.

12. Training

(a) Persons appointed to a Child-related position should complete the Sport Integrity Australia Child Safeguarding in Sport Induction online course within 12 months of their appointment. Sport Integrity Australia eLearning

(b) Relevant Organisations should ensure that all involved in Ice Hockey have access to information regarding their Child/Young Person safe obligations - Safeguarding | Sport Integrity Australia

(c) Relevant Organisations are encouraged to develop a training regime that meets their operational needs. Persons appointed to Child-related positions should have more frequent and specific training than Relevant Persons who do not have any contact with Children/Young People.

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