



Child Safe Recruitment and Screening Requirements

Purpose

These recruitment and screening requirements have been developed to provide a fair, consistent and comprehensive recruitment process across our sport. Our sport takes child protection seriously and ensures that the organisation recruits staff and volunteers who are suitably qualified and committed to providing professional, safe and enjoyable programs and services to children and young people.

Responsibilities

The WAI Board is responsible for undertaking recruitment and ensuring that our organisation's recruitment and screening procedures are followed.

Position	Responsibility
WAI Board	<ul style="list-style-type: none">• Implement policy and procedures across the organisation• Ensure staff and volunteers have access to and understand this policy and related procedures• Ensure all managers/supervisors have access to support and advice to understand and implement policy and procedures
WAI Board	<ul style="list-style-type: none">• Review and update this document and supporting resources in consultation with relevant stakeholders• Support the coordination of the Child Safe Policies• Provide training and advice in the application of policy and procedures
State Associations	<ul style="list-style-type: none">• Ensure policy and procedure is followed and implemented
Staff / Volunteers	<ul style="list-style-type: none">• Compliance with policy and procedure.



Key Requirements

'Working with children' checks

The person responsible for recruiting a staff or volunteer must sight the applicable 'working with children' check (WWCC) or equivalent check as applicable (this may vary depending on the jurisdiction) and record relevant details using our organisation's 'working with children check record'.

Our organisation will not engage a person who does not have a satisfactory 'working with children' check in the relevant jurisdiction(s).

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 facilities. It is also a serious breach if an individual continues in his/her employment, coaching or volunteer role with us if they 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.

All staff and volunteers within our organisation are advised that they must report before their recruitment and during their employment, any criminal conviction or charge that indicates that they present a potential risk to the children or young people to whom they help deliver service.

Working with Children Check requirements vary across Australia. [Fact Sheets](#) for each state and territory are available on the Play by the Rules website: www.playbytherules.net

Detailed information, including the forms required to complete a Working with Children Check, are available from the relevant agencies in each state and territory.

Australian Capital Territory

Contact Access Canberra

Website: https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804/~/-working-with-vulnerable-people-%28wwwvp%29-registration

Phone: 13 22 81

New South Wales

Contact the Office of the Children's Guardian

Website: www.kidsguardian.nsw.gov.au

Phone: 02 9286 72719

Northern Territory

Contact the Safe NT

Website: <http://www.pfes.nt.gov.au/Police/Community-safety/SAFE-NT.aspx>

Phone: 1800 723 368

Queensland

Contact the Queensland Government Blue Card Services

Website: www.wrestling.com.au

Email: admin@wrestling.com.au



Website: www.bluecard.qld.gov.au
Phone: 1800 113 611

South Australia

Contact the Department of Human Services

Website: <https://screening.dcsi.sa.gov.au>

Phone: 1300 321 592

National Police Check: www.police.sa.gov.au/services-and-events/apply-for-a-police-record-check

Tasmania

Contact the Department of Justice

Website: www.justice.tas.gov.au/working_with_children

Phone: 1300 13 55 13

Victoria

Contact the Department of Justice

Website: www.workingwithchildren.vic.gov.au

Phone: 1300 652 879

Western Australia

Department of Communities – Child Protection and Family Support

Website: www.workingwithchildren.wa.gov.au

Phone: 1800 883 979

Travelling to other states or territories

It is important to remember that when travelling to other states or territories, representatives of sporting organisations must comply with the legislative requirements of that particular state or territory.

In certain jurisdictions, temporary, time limited exemptions from working with children checks may be available for interstate visitors with a Working with Children Check in their home state.

The laws providing interstate exemptions are not consistent across Australia.

If an employee or volunteer for your organisation is travelling interstate to do work that would normally require a working for children check, you will need to check the relevant requirements of that state or territory.

Criminal History Record Checks

National Criminal History Record Checks

Depending on the relevant jurisdictional legislation we require our preferred candidates to have completed a 'national criminal history record check' (also known as a 'police check') as



well as a 'Working With Children Check'.

It is our policy to advise applicants that, unless their criminal history suggests that they may pose a risk to children and young people, a criminal history does not automatically preclude them from obtaining work within our organisation. If information on their criminal history is relevant to our employment decision, we provide the applicant with an opportunity to respond to the contents of their criminal history check (if they wish to do so).

In such cases, the person within our organisation who is responsible for recruiting for the position is to document the matter and refer it to the WAI President for assessment of the applicant's suitability in accordance with the requirements of the role for which they have applied.

The WAI Secretary will provide a written decision with respect to employing, or not employing, the applicant. The decision to employ, or not employ, an applicant because of a criminal history check result, along with the rationale for that decision, must be communicated to the applicant.

No copy of the police check must be retained, and the original must be destroyed – in a secure manner – on completion of the selection process. However, we record the date and certificate number of the police check in the applicant's staff and volunteers file on a 'National criminal history record check' form.

No applicant is to be offered a position until after completion of their 'working with children' check and 'national criminal history record' check.

Monitoring compliance with WWCC & Criminal History Checks

We maintain procedures to ensure that all staff and volunteers undergo a periodic 'working with children' check or equivalent as well as a 'national criminal history record' check to confirm that they do not have criminal charges and/or convictions that would pose a particular risk if they work with children or young people.

Identity check

If 'proof of identity' documents aren't sighted as part of the WWCC or Criminal History Check process, the identity of each short-listed applicant for any 'staff or volunteer position is confirmed by sighting original 'proof of identity' documents presented by the applicant. Once the documents are sighted, we record the details on a 'proof of identity' form. On completion of the recruitment process, we add the successful applicant's 'proof of identity' form to their staff and volunteers file.

If a variation is required in relation to proof of identity requirements, such as an applicant being unable to provide specific documentation, we advise senior management and seek approval for a variation.

Undertaking reference checks

We conduct a minimum of two reference checks for all shortlisted applicants as a means to gather additional information about the applicant's suitability to work in the role for which they have applied.

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 work with children. Professional referees:

- should include a representative of the applicant's current or most recent employer
- must have had a direct managerial relationship with the applicant and so be capable of commenting knowledgeably in relation to the applicant, and ideally have been the applicant's supervisor or line manager.

Personal referees are not accepted.

The referee checks we undertake must involve directly contacting the referee. 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.

We use a 'referee discussion' form to record details of our discussions with referees in relation to the suitability of an applicant to work with children. We use 'Referee questions' to guide our discussion with a referee. A completed 'Reference check' form is to be filed in a successful applicant's staff and volunteers file prior to the applicant starting work with our organisation.

Qualification and registration checks

We check the educational or vocational qualifications, or professional registration for all shortlisted applicants.

Guidelines for parent-volunteers, external providers and minors

Parent-volunteers

We emphasise to these parents the importance our organisation places on protecting the children and young people to whom we deliver services.

We inform prospective parent volunteers that, in the light of the above, our organisation's approach is to take every precaution to protect the children and young people in our care. Where our jurisdiction allows, we require parents to undergo a 'working with children' check and a 'criminal history record' check. However, we comply with any 'working with children' check legislation that specifically exempts 'parent volunteers' from undergoing such checks.

External providers including contractors and consultants

Where our organisation makes use of the services of staff and volunteers for short periods we comply with the requirements under the legislation that applies in our jurisdiction(s) with respect to 'working with children' checks.

Where such checks are not undertaken, it is imperative that those working with our organisation are supported, closely supervised and monitored while they assist with delivering our service – in line with our commitment and procedures to safeguard children and young people at all times.



Recruitment, screening and induction requirements for external providers are dependent on their level of interaction with children and young people both in terms of the level of unsupervised contact they may have and the duration of contact. The matrix on the following page is a guide to recruitment, screening and induction requirements for external providers. It is critical that when adapted for use in your sport that this matrix meets the specific jurisdictional legislation regarding WWCC Requirements.

Definitions

Unsupervised	Where the adult's contact with children and young people is not directly supervised by another adult and hence they have responsibility for care of children and young people. This includes roles having responsibility for management of direct service contact staff and volunteers and management of personal records of children and young people.
Supervised	Where the adult's contact with children and young people is directly supervised by another adult and hence do not have primary responsibility for children and young people.
Direct service contact	Providing activities or services to children and young people as a core part of the role.
Secondary contact	Performing ancillary or administrative functions in organisations that provide services for children and young people and where children and young people are present.
No direct service or secondary contact	Work is conducted in areas where children and young people are not usually present; contact with children and young people is incidental to the role and those children and young people with whom they have incidental contact are supervised by other adults.
Short term	One-off, temporary, less than 2 weeks
Ongoing intermittent	Sessional or casual work usually of a few hours duration, on an infrequent basis
Ongoing	Long term, full-time or part-time
Briefing on Child Safe Policies	An explanation (as it relates to the particular role) of the organisation's commitment to preventing child abuse, its expectations in relation to behaviour with children and young people and its child abuse reporting policy.

		Frequency and duration of contact		
Nature of contact		Short-term	Ongoing intermittent	Ongoing
Degree of unsupervised direct	Unsupervised, direct service contact	Example: Emergency relief teacher, coach, educator, carer, mentor, counsellor, weekend camp leader, chaperone	Example: Specialist teacher, coach, educator in skills program run every term	Example: Teacher, coach, educator, carer, mentor, counsellor, manager of children's services, Board members
	Supervised, direct service or secondary contact	Example: Work experience, administration & reception, event support	Example: Maintenance contractor, administration & reception, parent volunteer	Example: Work experience, kitchen staff, administration & reception in children's service



Supervised, no direct service or secondary contact	Example: fundraisers, marketing, auditor, building contractor in non-child related areas	Example: Maintenance contractor, finance, book keeper, administration in non-child related areas	Example: Staff and volunteers in non-child related areas, after hours cleaners
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Risk Management Requirements	WWCC **	Interview with Child Safe questions	Reference with Child Safe questions	Briefing on Child Safe Sport Commitment	Signed Code of Behaviour	Child Safe Course (e.g. Play by the Rules)
Minimal	N	N	Y	Y	N	N
Low	Y	N	Y	Y	Y	N
Medium	Y	Y	Y	Y	Y	N
High	Y	Y	Y	Y	Y	Y

**Depending on the WWCC legislation in the jurisdiction the staff, volunteer or contractor is working in



Minors

We have adopted a policy applying to minors who work with children and young people in our care, which:

- requires our organisation to comply with any 'working with children' check legislation that applies across the jurisdiction(s) in which we operate and undertake such checks for all minors working with children and young people in our care.

Use of External Recruitment Agencies

When we use external recruitment agencies we ensure that they undertake recruitment processes that meet these recruitment and screening requirements and that they provide records to us that demonstrate their compliance with these requirements.

Records and documentation

We maintain records of our recruitment and screening processes including records of:

- Recruitment applications
- WWCC and Criminal History checks
- Interviews
- Reference checks.

Supporting Resources

Play By the Rules: https://www.playbytherules.net.au
WAI Member Protection Policy
WAI Risk Management Plan
WAI Constitution