



Working together to increase participation in ice sports

Ice Sports Victoria Recruitment & Screening Guide Template for Safeguarding Children and Young People V1

RECRUITMENT & SCREENING GUIDE FOR CHILD SAFE RECRUITMENT

The Victorian Child Safe Standards require that Ice Sports Victoria, and/or personnel associated with its Affiliates, undertake robust recruitment and screening procedures when recruiting employees (full-time, part-time or casual employees) contractors and volunteers in ice sports (collectively termed 'candidates') particularly those working with Children & Young People (CYP). This document summaries best practices in recruitment and screening.¹

1 For all advertised positions (internal and external) involving direct or indirect contact with Children and Young People (CYP), include the statements:

- “Ice Sports Victoria require all applicants to undergo background checks and screening prior to or during any appointment. Ice Sports Victoria’s Commitment Statement to Safeguarding Children and Young People and other important information can be found at <https://www.icesportsvictoria.org.au/child-safety-standards>.
- “At Ice Sports Victoria, we embrace diversity in gender, age, ethnicity, disability, religion and sexual orientation. We are committed to providing a safe environment for children across ice sports.” And

Ice Sports Victoria’s Commitment to Safeguarding Children & Young People

“Every person in the ice sports community has a responsibility to understand their role in ensuring the safety and wellbeing of all children and young people in our care.

Ice Sports Victoria is committed to promoting and protecting the rights of children and preventing abuse from occurring by fostering a culture where children feel safe and empowered.

We also seek to ensure the cultural safety of First Nations children, children from culturally and/or linguistically diverse backgrounds and children with a disability”².

2. Conduct at least one face-to-face or video interview 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 & disciplinary history with previous employers and any criminal charges or offences against the applicant.

3. Prior to offer, sight **‘proof of identity’ and ‘proof of qualification’ documents** of shortlisted candidates relevant to their suitability to work with CYP – preferably include a current passport as one source of proof of identity.

¹ <https://vic.netball.com.au/sites/vic/files/2022-06/Child%20Safe%20Standards%20-%20Recruitment%20%26%20Screening%20Guide%20%26%20Templates.pdf> 3 July 2022

² For further information on Child Safe and Wellbeing for Children with a Disability refer to the Child with a disability fact sheet

<https://ccyp.vic.gov.au/assets/resources/tipsheet-safety-children-disability.pdf>

4. After acceptance of offer, place 'proof of identity' and 'proof of qualification' documents of successful candidate in a **new employee file**.

5. Ensure that any candidate who will be undertaking child-related work has a satisfactory Working with **Children Check ("WWCC")** in compliance with Victorian legislation.

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 Do I Need a Check website.³

6. If a candidate does not hold a satisfactory WWCC (or equivalent), ensure that the candidate:

(a) completes an application form 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 has a clause in his/her employment agreement or contract that makes their employment **contingent on a satisfactory WWCC** or equivalent being obtained.

Refer to – Working with Children Check Victoria How to apply for a check⁴.

7. Ensure that all candidates who may **return a negative WWCC (or equivalent)** are either terminated immediately or not employed/engaged (as the case may be, in accordance with legal advice to be obtained).

8. Maintain a register of WWCC (or equivalent) records for all key personnel in Ice Sports Victoria, and/or its Affiliates. Ensure that this is monitored and updated as necessary. Refer to – WWCC Victoria Status Checker

9. Undertake a minimum of two reference checks to ensure the candidate's suitability to work with CYP in the role for which they have applied.

10. Ensure that each candidate reads the Ice Sports Victoria **Child Safe Code of Conduct** (<https://www.icesportsvictoria.org.au/child-safety-standards>) and has signed the **Ice Sports Victoria Child Safe Declaration** (<https://www.icesportsvictoria.org.au/child-safety-standards>).

11. Ensure that each successful candidate undertakes an **induction process when commencing work with Ice Sports Victoria**, and/or its Affiliates; this should include education on keeping children and young people safe (such as Play by the Rules online courses: child protection and harassment & discrimination).

³ <https://www.workingwithchildren.vic.gov.au/do-i-need-a-check>

⁴ <https://www.workingwithchildren.vic.gov.au/individuals/applicants/how-to-apply-1>

EXAMPLES OF INTERVIEW QUESTIONS FOR EMPLOYING PEOPLE WORKING WITH CHILDREN & YOUNG PEOPLE

When recruiting employees, contractors and volunteers, the Victorian Child Safe Standards recommend you 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 the above requirements, it is suggested that a minimum of 2-3 questions (from the list below) are asked during interviews, focusing on more questions based on how much involvement the role will have with kids in ice sports. Select 2-3 questions (from the list below) that are appropriate to your organisation / circumstances / requirements:

- 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?

Please note, **these resources were developed from the Netball Victoria Resources Hub**, further resources and information concerning Child Safe practices can be found here <https://vic.netball.com.au/sites/vic/files/2022-06/Child%20Safe%20Standards%20-%20Recruitment%20%26%20Screening%20Guide%20%26%20Templates.pdf>

Document Review and Record of Ice Sports Victoria Child Safe Recruitment Guidelines V1

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