



# CHILD SAFE RECRUITMENT AND SCREENING REQUIREMENTS

Board Approved:

Policy Effective:

## **Purpose**

The recruitment and screening procedures have been developed to ensure that Artistic Swimming Australia and all Clubs recruit people who are suitably qualified and committed to providing professional, safe and enjoyable activities and services to Children or Young People.

There are specific recruitment and screening procedures that must be consistently and comprehensively followed by Artistic Swimming Australia and all Clubs when recruiting roles that have direct contact with or permit access to Children or Young People in swimming.

## **Responsibilities**

Artistic Swimming Australia Inc. (ASAI) Executive are responsible for undertaking recruitment and ensuring that our organisation's recruitment and screening procedures are followed.

<b>Position</b>	<b>Responsibility</b>
<b>ASAI Operations Manager / ASAI Board members</b>	<ul style="list-style-type: none"><li>• Implement policies and procedures across the organisation</li><li>• Ensure staff and volunteers have access to and understand this policy and related procedures</li><li>• Ensure all managers/supervisors have access to support and advice to understand and implement policies and procedures</li><li>• Review and update this document and supporting resources in consultation with relevant stakeholders</li><li>• Support the coordination of the Child Safe framework and implementation</li><li>• Provide training and advice in the application of policies and procedures</li></ul>
<b>Managers / Supervisors</b>	<ul style="list-style-type: none"><li>• Ensure policies and procedures are followed and implemented</li></ul>
<b>Staff / Volunteers</b>	<ul style="list-style-type: none"><li>• Compliance with policy and procedure.</li></ul>

## Key Requirements

### Advertising

All Artistic Swimming Australia and Club advertised positions and internal position descriptions for positions that require direct contact with or permit access to Children or Young People should contain the following statement:

“We require all applicants to undergo an extensive screening and background check process prior to appointment.”

### Provision of Safe Sport Framework

The Safe Sport Framework must be supplied to all applicants for advertised positions at the same time as the position description and application documentation, and at least prior to an interview. Artistic Swimming Australia suggests that all positions advertised online contain a link to our Safe Sport Framework or that a PDF version of it is attached to the advertisement.

### Face-to-face or video interview

All applicants that require direct contact with, or that permit access to Children or Young People, are required to attend or participate in at least one face-to-face or video interview.

As part of the face-to-face or video interview, we highlight our commitment to protecting Children or Young People from Abuse. We also explain our screening requirements and their purpose.

During face-to-face or video interviews, the Artistic Swimming Australia or Club Persons in Positions of Authority conducting the relevant interview must examine the following issues relating to the applicant's suitability to work with Children or Young People:

- the applicant's general awareness and understanding of Child or Young Person protection issues and the importance of ensuring the safety and wellbeing of Children or Young People in particular;
- the applicant's beliefs and values in relation to the treatment of Children or Young People;
- the applicant's professional experience, qualifications and competence;
- the applicant's reasons for leaving previous positions involving work with Children or Young People; and
- any potential concerns regarding the applicant's resume or work history, such as gaps in their work history, frequent job changes, and inability to nominate precise start or end dates for previous roles.
- the applicant's general awareness and understanding of child protection issues.

In undertaking an interview with any applicant for any role requiring direct contact with or access to Children or Young People, hiring Persons in Positions of Authority must reference and choose appropriate 'Interview questions' as linked on the Safe Sport Resources section on Artistic Swimming Australia website. We document an applicant's responses and, if they are the successful applicant, we will add that documentation to their personnel file.

## Proof of Identity and Qualifications Check

The identity and qualifications of each shortlisted applicant for any position requiring direct contact with or access to Children or Young People must be confirmed by sighting 'proof of identity' and 'proof of qualifications' documents presented by the applicant that are relevant to their role and their suitability to work with Children or Young People. On completion of the recruitment process, we will add copies of the successful applicant's 'proof of identity' and 'proof of qualifications' documents to their employment file.

If a variation to these requirements is required in relation to proof of identity or proof of qualifications requirements, such as an applicant being unable to provide specific documentation, we advise an appropriate Senior Person and seek approval for a variation. The Senior Person may withhold approval for any variation requested at their absolute discretion.

## Background and Screening Checks

Unless the law provides otherwise, all Artistic Swimming Australia Inc., States Association and Club boards (however named) and employees must have a satisfactory Working with Children Check in the appropriate jurisdiction in which they spend the majority of their working time.

In addition, at the discretion of the engaging organisation, applicants may also be required to satisfy a number of background checks, at the commencement of, and in some cases during the time in which they hold their position. These include (but are not limited to) the following:

- a National Criminal History Record Check;
- a Signed Declaration;
- a reference check; and/or
- any other relevant background checks to assess a person's suitability to work with Children or Young People.

Whenever possible, no applicant is to be offered a position with Artistic Swimming Australia or a Club until after completion of the relevant background and screening checks. When this is not possible, appointment of that person must be contingent upon Artistic Swimming Australia or a Club receiving a satisfactory background and screening check. At a minimum and subject to specific State or Territory requirements set out in the websites at the "Working with Children Checks" section below, the potential employee must have completed the application documentation for the relevant Working with Children Check and/or background check and the employing organisation must sight that documentation prior to the commencement date of that person's position.

If the applicant has already commenced holding a position with Artistic Swimming Australia or a Club and the results of any background or screening checks are unsatisfactory, subject to the individual employment contract, Artistic Swimming Australia or the Club may terminate the individual's position without notice.

Artistic Swimming Australia and its Clubs only recruit staff and volunteers with appropriate qualifications and experience and if at any stage (including before or after engagement) it is discovered that any aspect of the applicant's curriculum vitae or the references or

background checks that are provided in support of the application are dishonest or misleading, Artistic Swimming Australia and its Clubs will be entitled to terminate the engagement immediately without notice.

### [Working with children checks](#)

Artistic Swimming Australia and its Clubs operate in and sometimes across all Australian jurisdictions. Each Australian jurisdiction has its own legislated screening schemes for undertaking checks to assess a person's suitability to work or interact with Children or Young People. Examples of this include 'Working with Children' or 'Blue Card' checks.

Accordingly, our recruitment procedures require that such checks be obtained for all applicants (including all applicants who are Children or Young People) who are to be offered or have accepted a position with Artistic Swimming Australia or its Clubs that involves direct contact with or permits access to Children or Young People (ie, including, but not limited to Team Managers, coaching staff, Technical Officials, etc). Artistic Swimming Australia or the relevant Club will direct the applicant to the relevant check that is required and in doing so will make clear which jurisdiction(s) the relevant check(s) is or are to be obtained in.

The Person in a Position of Authority that is responsible for recruiting must either verify with the appropriate WCCC or Blue Card Authority or, if the information cannot be verified through the appropriate authority, sight a copy of the applicable 'Working with Children' or Blue Card check documentation and record relevant details using our 'Working with Children Check Record'.

Artistic Swimming Australia and its Clubs must not employ a person who returns a negative check based on 'Working with Children' or Blue Card check legislation in our jurisdictions. For the avoidance of doubt, volunteers who return negative checks must not be engaged by Artistic Swimming Australia or its Clubs also.

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.

## [Criminal History Record Checks](#)

### [National Criminal History Record Checks](#)

Artistic Swimming Australia or a Club may at any time require a National Criminal History Check. This might be required, for example, where a person may be exempt from a Working with Children Check requirement, but it can also be an additional requirement imposed by Artistic Swimming Australia or a Club. 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') where a 'Working With Children Check' is not possible.

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 personnel file on a 'National Criminal History Record Check' form.

When this is not possible, we appoint the person contingent upon them receiving a satisfactory check. The person is to be subject to additional supervision until the check procedures are completed.

### *International Criminal History Record Checks*

Any applicant who has resided in an overseas country for 12 months or more in the last ten years should contact the relevant overseas police force to obtain a criminal or police record check. CrimTrac accredited agencies do not conduct international police checks.

Some countries will not release information regarding an individual for personal or third party purposes. Where police records checks cannot be made, referee checks must be conducted with at least two individuals who personally knew the individual while they were residing in the other country.

The applicant must be informed that referees will be asked whether they have knowledge or information concerning the applicant, which would adversely affect the applicant from performing the job, including any relevant criminal offences. The credentials of persons acting as referees must be verified and can include previous employers, government officials and family members.

Overseas applicants should not commence employment until this process is satisfactorily completed and this decision should be signed off by the relevant funded organisation manager.

### *Record Keeping and Sharing of Information – Working with Children and/or National Criminal History Checks*

Artistic Swimming Australia and all Clubs must comply with relevant laws in relation to record keeping. Best practice record keeping requires Artistic Swimming Australia and its Clubs to maintain:

- Records of all employees and volunteers, including proof of identify and proof of qualification documents and/or records.
- A register of Working with Children Check and/or National Criminal History Checks for all employees and volunteers for whom checks have been obtained. This register must detail application and approval or rejection details (including Working with Children Check or equivalent identifiers), expiry dates and any other identifying and useful information.

Artistic Swimming Australia Inc., States Associations and Clubs will work together in the best interests of their Members, Participants and Persons in Positions of Authority. As such, when requested by Artistic Swimming Australia Inc., States Associations and Clubs must to the extent permitted by law share information from relevant employment records and/or their register of Working with Children Check and/or National Criminal History Checks in order to resolve any recruitment or screening issues and/or in the interests of resolving any complaints relating to Children or Young People. Subject to relevant laws, Clubs must also share

employment records and/or proof of identity or qualifications information when requested by States Associations for those same purposes.

For the avoidance of any doubt, all applicants provide their consent to Artistic Swimming Australia, States Associations and Clubs disclosing their personal information as set out above.

### 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

Artistic Swimming Australia and its Clubs must conduct a minimum of two reference checks for all shortlisted applicants for any employment or volunteer roles. This is to gather additional information about the applicant's suitability to work in the role for which they have applied and to ensure the applicant holds the professional qualification, experience or registration they claim to hold in relation to their suitability to work with Children or Young People.

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 the role, including relating to the applicant's suitability to work with Children or Young People. Professional referees:

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

Personal referees are not recommended. However, if there is no option but to include a personal referee (for example – applicants are applying for their first job), then that referee:

- should not be related to the applicant;
- should have known the applicant for at least 12 months; and
- must be able to vouch for the applicant's reputation, good standing and character.

The referee checks we undertake must involve direct contact with the referee, whether in-person, by phone, via video link or email. 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 or Young People. 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 personnel file prior to the applicant starting their engagement with Artistic Swimming Australia or a Club. Please see the "Reference Check Template" located in the Safe Sport Resources section on the Artistic Swimming Australia Inc. website.

### [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](#)

Sensitivity is required in relation to asking parents/carers of the Children or Young People to whom we deliver activities, events, programs and services to undergo 'Working with Children' or 'National Criminal History Record' checks before they are accepted as volunteers.

### [Parent-volunteers](#)

Artistic Swimming Australia and Club Persons in Positions of Authority must emphasise to these parents/carers the importance we place on protecting the Children or Young People to whom we deliver activities, programs, events and services, informing them that, whilst rare, there have been instances of parents/carers using their volunteer status within organisations such as ours as a path to abusing Children or Young People. At the same time, we also state that we appreciate that the vast majority of parent/carer volunteers find the idea of Abusing a Child or Young Person abhorrent and that parents/carers make a considerable contribution to our Sport and thereby to the wellbeing of the Children or Young People to whom we provide activities, events, programs and services.

We inform prospective parent/carer volunteers that, in the light of the above, our approach is to take every precaution to protect the Children or Young

People in our care. Accordingly, we have adopted this Framework, which requires Artistic Swimming Australia and its Clubs to comply with any 'Working with Children' check legislation that applies across the jurisdiction(s) in which we operate and to undertake such checks for all prospective parent/carer volunteers.

## 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

<b>Unsupervised</b>	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.
<b>Supervised</b>	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.
<b>Direct service contact</b>	Providing activities or services to children and young people as a core part of the role.
<b>Secondary contact</b>	Performing ancillary or administrative functions in organisations that provide services for children and young people and where children and young people are present.
<b>No direct service or secondary contact</b>	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.
<b>Short term</b>	One-off, temporary, less than 2 weeks
<b>Ongoing intermittent</b>	Sessional or casual work usually of a few hours duration, on an infrequent basis
<b>Ongoing</b>	Long term, full-time or part-time
<b>Briefing on Child Safe Policies</b>	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
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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

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.

## Records and documentation

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

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

## Supporting Resources

Play By the Rules: <https://www.playbytherules.net.au>