



# CHILD SAFE RECRUITMENT GUIDE

KEEPING KIDS IN CRICKET SAFE

**The following Child Safe resource is provided as a reference only.**

This document and its content is provided as a guide for your organisation as of July 2020. Your organisation should also consider referencing any information, documents and strategies that might be specifically required for your organisation and relevant to its circumstances, structure and operations.

The information contained in this document is general in nature and should not be considered or relied upon as a substitute for legal advice.

**Please note that references in [square brackets] throughout this document should be tailored for your organisation's policies and procedures.**

Cricket Victoria recommends using this resource with due consideration and consulting a child safe expert or legal advisor to assist with any questions.

## Keeping Kids in Cricket Safe

<b>Date created:</b>	June 2020	
<b>Audience:</b>	People involved in Victorian Cricket Associations & Clubs	
<b>Version:</b>	2020:3	
<b>Purpose of Document:</b>	Summarise and simplify our responsibilities to keep kids in cricket safe when recruiting people in cricket in Victoria for any role.	
<b>Actions:</b>	<ul style="list-style-type: none"> <li>• Read and understand</li> <li>• Encourage others to read and understand</li> <li>• Make available and circulate to staff and volunteers</li> </ul>	
<b>Review:</b>	June 2021 if not prior	
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	1. Child Safety Framework Recruitment and Screening Checklist	3
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<b>Other relevant documents (see Cricket Victoria website):</b>	<ul style="list-style-type: none"> <li>• Child Safety Framework User Guide</li> <li>• Summary of the Code of Behaviour for Looking after our Kids</li> <li>• Child Safety Framework Parents and Guardians Guide</li> <li>• Kids Guide to Keeping Safe in Cricket (including eSafety tips)</li> <li>• Guidance to deal with Child Safety Concerns</li> <li>• Tips and Scripts for Dealing with Complaints</li> <li>• Form – Confidential Record of Child Abuse Allegation</li> <li>• Flowchart – Managing Child Safety Concerns</li> <li>• Victorian Mandatory Reporting of Child Abuse Summary</li> <li>• Working with Children Check (WWCC) – Club and Association Guidelines</li> <li>• eSafety Guide for Keeping Kids Safe</li> </ul>	

The compulsory Victorian Child Safe Standards require that Victorian Cricket Associations and Clubs undertake certain steps when recruiting employees (whether full-time, part-time or casual), contractors and volunteers (collectively, "**candidate(s)**"). This document helps you by summarising those requirements.

STEP	RESOURCE/ FURTHER INFORMATION	DONE?
<p>1 a) For all <b>advertised</b> positions (internal and external) involving direct or indirect contact with Children and Young People (CYP) include the statement:</p> <p><i>"We require all applicants to undergo background checks and screening prior to or during any appointment. Australian Cricket's Commitment Statement to Safeguarding Children and Young People can be found at <a href="http://www.cricketaustralia.com.au/safeguarding">www.cricketaustralia.com.au/safeguarding</a>".</i></p>	Australian Cricket's "Looking After our Kids Action Plan" page 8	<input type="checkbox"/>
<p>b) For advertised positions involving direct or indirect contact with CYP (that it is recommended other Victorian Associations and Clubs adopt as best practice) include the statement:</p> <p><i>"At [Association/Club], we embrace diversity in gender, age, ethnicity, disability, religion and sexual orientation. We are committed to providing a safe environment for children across Victorian Cricket and we also offer a flexible work environment for employees. We measure ourselves on our behaviours – "How We Play"; our people value being real, smashing the boundaries, making every ball count and being stronger together."</i></p>	Australian Cricket's Policy for Safeguarding Children and Young People (ACPSCYP) – Annexure A, A1 & A2 (page 21).	<input type="checkbox"/>
<p>c) Attach Australian Cricket's Commitment Statement to Safeguarding Children and Young People to position descriptions (as below).</p> <p><i>"Australian Cricket recognises the important role that Children and Young People play within our sport and the special care and attention that they need in order to feel safe. Delivering a child safe framework across our sport is achieved through supporting Children and Young People, their parents and guardians and by Australian Cricket and each of our Affiliated Associations and Clubs striving to be a child safe organisation."</i></p>	Australian Cricket's Commitment Statement to Safeguarding Children & Young People	<input type="checkbox"/>
<p>2 Conduct at least <b>one face-to-face or video interview</b> and address the candidate's awareness of child safety issues, their beliefs and values regarding kids, scenario responses to difficult situations regarding kids, their professional and disciplinary history with previous employers and any criminal charges or offences against the applicant.</p>	ACPSCYP – Annexure A, A3 (pages 21 and 22). See also Interview Question resource.	<input type="checkbox"/>
<p>3 Prior to offer, <b>sight 'proof of identity' and 'proof of qualification'</b> documents of shortlisted candidates relevant to their suitability to work with CYP – preferably a valid passport.</p>	ACPSCYP - Annexure A, A4 (page 22).	<input type="checkbox"/>
<p>4 After acceptance of offer, place 'proof of identity' and 'proof of qualification' documents of successful candidate in a <b>new, secure, employee/volunteer file</b>.</p>		<input type="checkbox"/>
<p>5 Undertake a <b>minimum of two reference checks</b> to ensure the candidate's suitability to work with kids in the role for which they have applied. In addition, a review of the candidate's social media platforms may assist to further assess suitability to work with kids in that role.</p>	See Reference Check Template Resource	<input type="checkbox"/>

STEP	RESOURCE/ FURTHER INFORMATION	DONE?
<p>6 Ensure that any candidate with a specific role in cricket and all parents with kids involved in cricket in Victoria, with a regular role in cricket, have a <b>satisfactory Working with Children Check ("WWCC")</b> in compliance with Victorian legislation.</p>	<p>Cricket Victoria's Working with Children Check (WWCC) – Club and Association Guidelines (<b>CV WWCC Guidelines</b>) &amp; ACPSCYP Annexure A, A5</p>	<input type="checkbox"/>
<p>7 If a candidate does not hold a satisfactory <b>WWCC (or equivalent)</b>, ensure that the candidate:</p> <p>completes a <b>WWCC application form</b> 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</p> <p>has a clause in his/her employment agreement or contract that makes their <b>employment/contract contingent on a satisfactory WWCC</b> being obtained.</p>	<p>ACPSCYP - Annexure A, A6 (page 23).</p>	<input type="checkbox"/>
<p>8 Ensure that all candidates who return a <b>WWCC Negative Notice</b> or are ineligible to work with children are either <b>not employed/engaged</b> or (subject to legal advice) <b>terminated immediately</b> (as the case may be).</p>	<p>ACPSCYP - Annexure A, A6 (page 23) and CV WWCC Guidelines, section 8</p>	<input type="checkbox"/>
<p>9 Maintain a <b>register of WWCC</b> records for all key personnel in cricket for your Club, Association or Region. Ensure that this is monitored and updated as necessary.</p>	<p>ACPSCYP - Annexure A, A9 See also Record of WWCC Template in the "Looking After Our Kids Action Plan"</p>	<input type="checkbox"/>
<p>10 Best practice Clubs and Associations will require that their members and other associated persons sign a Member Protection Declaration incorporating their understanding of:</p> <p>recruitment and screening requirements (including WWCCs) when working with CYP;</p> <p>all relevant Cricket Victoria child safeguarding policies in force at the time of signing.</p>	<p>ACPSCYP - Annexure A, A8</p>	<input type="checkbox"/>

## Cricket in Victoria

### Recruiting for Positions working with Kids – Interview Questions

When recruiting employees, contractors and volunteers, Victorian Child Safe Standards require sports to conduct at least one face-to-face or video interview with applicants who will have direct or indirect contact with kids. It also requires the interviewer to explore issues relating to the candidate's suitability to work with kids.

To assist you in meeting these requirements, we suggest that a minimum of 2-3 questions can be asked during interviews, with more questions asked where the role has greater involvement with kids in cricket. Please pick 2-3 questions to suit the circumstances applicable to you:

- Would you tell us about your experience in relation to working with kids?
- How would you handle kids 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 a complaint raised and upheld against you in relation to you working with kids?
- Can you tell us about any kids 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?

Candidate Name:		Date:	
Position Applied For:		Team:	
Check Conducted by:			

Referee Name:			
Referee Phone Number			
Referee Organisation:			
Relationship to Candidate: <i>(direct report, manager, colleague)</i>			
Role held by Candidate:			
Dates of Employment:	From:		To:

Key Responsibilities in previous role(s):

In what capacity have you worked with candidate? Key Responsibilities in their role?:

Candidate's key strengths and capabilities/knowledge:

Key areas of development for candidate?

Candidate performance rating history? Would they hire the candidate again?

Why candidate left referee employment?

Describe capability and achievements known in important role-specific areas (ie, strategy development, stakeholder management, analytics, reporting, writing, attention to detail, etc)

General suitability for role for which they are being considered? General comments?

## Safeguarding Children

Applicant's suitability to work with kids - please choose suitable questions for the appropriate circumstances

Applicant's experience working with kids

Referee's view of the applicant's strengths in working with children/young people

Any concerns the referee has regarding the applicant working with children/young people or any complaints that may have previously been made against the applicant involving kids?

Referee's observation of how the applicant disciplined a child or young person or handled a situation in which a child was angry?