



CHILD SAFE RECRUITMENT GUIDE

Child Safety Recruitment and Screening Checklist

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.



CRICKET VICTORIA | CHILD SAFETY RECRUITMENT AND SCREENING CHECKLIST

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?
1 a) For all advertised positions (internal and external) involving direct or indirect contact with Children and Young People (CYP) include the statement: <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 www.cricketaustralia.com.au/safeguarding".</i>	Australian Cricket's "Looking After our Kids Action Plan" page 8	<input type="checkbox"/>
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: <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>	Australian Cricket's Policy for Safeguarding Children and Young People (ACPSCYP) – Annexure A, A1 & A2 (page 21).	<input type="checkbox"/>
c) Attach Australian Cricket's Commitment Statement to Safeguarding Children and Young People to position descriptions (as below). <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>	Australian Cricket's Commitment Statement to Safeguarding Children & Young People	<input type="checkbox"/>
2 Conduct at least one face-to-face or video interview 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.	ACPSCYP – Annexure A, A3 (pages 21 and 22). See also Interview Question resource.	<input type="checkbox"/>
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 a valid passport.	ACPSCYP - Annexure A, A4 (page 22).	<input type="checkbox"/>
4 After acceptance of offer, place 'proof of identity' and 'proof of qualification' documents of successful candidate in a new, secure, employee/volunteer file .		<input type="checkbox"/>
5 Undertake a minimum of two reference checks 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.	See Reference Check Template Resource	<input type="checkbox"/>



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