

Cricket in Victoria

Child Safety Framework Recruitment and Screening Guide

Keeping Kids in Cricket Safe

Date created:	August 2022									
Audience:	People involved in Victorian Cricket Associations & Clubs									
Version:	2022:1									
Purpose of Document:	Summarise and simplify our responsibilities to keep kids in cricket safe when recruiting people in cricket in Victoria for any role.									
Actions:	<ul style="list-style-type: none"> • Read and understand • Encourage others to read and understand • Make available and circulate to staff and volunteers 									
Review:	August 2023 if not prior									
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Authorised by:	David White General Manager – Community Cricket Cricket Victoria									
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Other relevant documents (see Cricket Victoria website):	<ul style="list-style-type: none"> • Child Safety Framework User Guide • Summary of the Code of Behaviour for Looking after our Kids • Child Safety Framework Parents and Guardians Guide • Kids Guide to Keeping Safe in Cricket (including eSafety tips) • Guidance to deal with Child Safety Concerns • Tips and Scripts for Dealing with Complaints • Form – Confidential Record of Child Abuse Allegation • Flowchart – Managing Child Safety Concerns • Victorian Mandatory Reporting of Child Abuse Summary • Working with Children Check (WWCC) – Club and Association Guidelines • eSafety Guide for Keeping Kids Safe 									

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.

No.	Step	Resource/ Further Information	Done?
1	<p>(a) For all advertised positions (internal and external) involving direct or indirect contact with Children and Young People (CYP) include the statement:</p> <ul style="list-style-type: none"> • <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> <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> <ul style="list-style-type: none"> • <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>(c) Attach Australian Cricket’s Commitment Statement to Safeguarding Children and Young People to position descriptions (as below).</p> <ul style="list-style-type: none"> • <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</i> 	<p>Australian Cricket’s Policy for Safeguarding Children and Young People (ACPSCYP) – Annexure C, C1 & C2 (page 18).</p> <p>Australian Cricket’s Commitment Statement to Safeguarding Children & Young People</p>	

No.	Step	Resource/ Further Information	Done?
	<i>organisation.”</i>		
2	<p>Conduct at least one face-to-face or video link interview and address:</p> <ul style="list-style-type: none"> • 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, • any criminal charges or offences against the applicant; and • any potential concerns about their resume, background gaps, frequent changes in employment or inability to list exact dates for past roles. 	<p>ACPSCYP – Annexure C, C1, p 18,</p> <p>See also Interview Question resource.</p>	
3	<p>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.</p>	<p>ACPSCYP - Annexure C, C4 (page 19).</p>	
4	<p>After acceptance of offer, place `proof of identity’ and `proof of qualification’ documents of successful candidate in a new, secure, employee/volunteer file.</p>		
5	<p>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.</p>	<p>See Reference Check Template Resource</p>	
6	<p>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.</p> <p>A satisfactory WWCC should be gained before commencing</p>	<p>Cricket Victoria’s Working with Children Check (WWCC) – Club and Association Guidelines (CV WWCC Guidelines) &</p>	

No.	Step	Resource/ Further Information	Done?
	the role.	ACPSCYP Annexure C, C6 (page 20)	
7	<p>If a candidate does not hold a satisfactory WWCC (or equivalent), ensure that the candidate:</p> <p>(a) 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</p> <p>(b) has a clause in his/her employment agreement or contract that makes their employment/contract contingent on a satisfactory WWCC being obtained.</p>	ACPSCYP - Annexure C, C6 (page 20).	
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 C, C6 (page 20)) and CV WWCC Guidelines, section 8	
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 C, C9 (page 21) See also Recruitment and Screening Register Template	
10	<p>Best practice Clubs and Associations will require that their members and other associated persons sign a Member Protection Declaration incorporating their understanding of:</p> <ul style="list-style-type: none"> 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 C, C8 (page 21)	
11	<p>Some roles will require additional checks, such as a national Criminal History Record Check. This should be received prior to commencing any role.</p> <p>Supervision measures should be put in place if this is not received prior to commencement</p>	ACPSCYP - Annexure C, C7 (page 20)	

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 occur for applicants that 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 have you handled 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?
<ul style="list-style-type: none">
Candidate performance rating history? Would they hire the candidate again?
<ul style="list-style-type: none">
Why candidate left referee employment?
<ul style="list-style-type: none">
Describe capability and achievements known in important role-specific areas (ie, strategy development, stakeholder management, analytics, reporting, writing, attention to detail, etc)
<ul style="list-style-type: none">
General suitability for role for which they are being considered? General comments?
<ul style="list-style-type: none">

SAFEGUARDING CHILDREN

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

Applicant's experience working with kids

- [Include the ages of children that they may have worked with]

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?

-