

Appendix 5: Recruitment & Screening

These recruitment and screening requirements have been developed to provide a fair, safe, consistent, and comprehensive recruitment process across Netball. Netball takes child protection seriously and ensures that the Relevant Organisations recruit personnel that are suitably qualified and committed to providing professional, safe, and enjoyable programs and services to Children.

It is recognised that in some instances an individual may be engaged by a Relevant Organisation in an ad hoc role or on an ad hoc basis (due to unavailability of a Relevant Person or another exceptional circumstances), where this is the case, the Relevant Organisation will assess the risks associated with the ad hoc role and make a determination as to what recruitment and screening process are required (if any).

1. Child-Related Positions

- (a) All advertised roles within Netball (Relevant Persons) both new and existing must be assessed using Appendix 6: Child-Related Position Assessment.
- (b) A child-related position means a position that involves or may involve contact with children, either under the position description or due to the nature of the role.
- (c) Positions assessed as 'child-related' must be appointed using the recruitment and screening process outlined in this Appendix 5: Recruitment & Screening.

2. Position Descriptions

- (a) Developing appropriate selection criteria for a position is a valuable first step to reducing the risk of appointing someone who poses a child safety risk.
- (b) Examples of appropriate selection criteria may include: 'Must have experience working with Children.' 'Must be able to demonstrate an understanding of appropriate behaviours when engaging with Children.'

3. Advertising

- (a) All positions identified as child-related will include a statement in the position description and any advertising (example below):

{Sport Organisation} is committed to protecting Children from harm. We require all applicants that will work with Children to undergo an extensive screening process prior to appointment.

4. Interviews

- (a) All applicants for child-related positions are required to attend at least one interview, preferably in person or on a videoconference (e.g. Zoom etc.).
- (b) During the interview, questions regarding the applicant's suitability to work with Children must be included. Refer to Appendix 7: Interview Requirements and Sample Questions.

5. Working with Children Checks

- (a) WWCC laws aim to prevent people who pose a risk from working with Children as paid employees or volunteers. WWCC laws are currently in place in all Australian states and territories.
- (b) These laws require certain individuals involved in areas such as sport and recreation to undertake a check to determine their suitability to work (in a paid or volunteer capacity) with Children. Whether a particular individual is required to undertake a check depends on the WWCC laws of the relevant state or territory.

- (c) Relevant Organisations must, as a minimum requirement, meet the requirements of the relevant state or territory WWCC laws, however may mandate WWCC in circumstances where the requirements of the relevant state or territory permit (but do not mandate).
- (d) All personnel that require a WWCC will supply a copy of it to, or be validated by, the organisation making the appointment.
- (e) Relevant Organisations may not engage a person who does not have a satisfactory WWCC in the relevant jurisdiction(s).
- (f) Regardless of whether an individual is required or otherwise eligible to obtain a WWCC in the relevant jurisdiction(s), it is a serious breach of the Child Safeguarding Policy if an individual:
 1. who has convictions that would make them ineligible to be granted a WWCC is appointed to a child-related position in Netball; or
 2. continues in a child-related position if they have been charged or convicted of a crime that would make them ineligible to be granted a WWCC.
- (g) Relevant Persons are required to report to the Relevant Organisation's Human Resource/People & Culture Department (or other person of Authority/Responsibility such as the President) any criminal conviction or charge that indicates that they may present a potential risk to the Children to whom they help deliver programs or services, such as illegal drug possession or use, gun crimes and assault including adult sexual assault.

6. National Criminal History Record Checks

- (a) Depending on the relevant jurisdictional legislation a Relevant Organisations may require the preferred candidates to have completed a 'national criminal history record check' (also known as a 'police check') where the candidate does not otherwise meet the jurisdictional threshold to apply for and obtain a WWCC.
- (b) A criminal history does not automatically preclude an applicant from being appointed unless their criminal history suggests that they may pose a risk to Children. If there is information relevant to the employment decision, the applicant will be provided with an opportunity to respond to the contents of their police check (if they wish to do so).
- (c) The decision to appoint or not appoint an applicant because of a police check result, along with the rationale for that decision, must be communicated to the applicant by the Relevant Organisation.
- (d) A copy of the police check must not be retained. The original must either be returned to the applicant if requested or be destroyed in a secure manner on completion of the recruitment process. If the applicant is appointed, a record of the date and certificate number of the police check should be recorded in their personnel file.

7. International Criminal History Record Checks

- (a) Any applicant who has resided overseas for 12 months or more in the last ten years must obtain an international criminal check.
- (b) Some countries will not release information regarding an individual for personal or third-party purposes. Where police records checks cannot be made, reference checks must be conducted with at least two referees that personally knew the individual whilst they were residing in the other country.

- (c) The Relevant Organisation must inform the applicant that referees will be asked whether they have knowledge or information concerning the applicant that 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 or government officials).
- (d) Overseas applicants should not commence until this process is satisfactorily completed.

8. Monitoring compliance

Relevant Organisations will ensure that all personnel in child-related positions have a current WWCC as specified in state and territory legislation:

<https://aifs.gov.au/cfca/publications/pre-employment-screening-working-children-checks-and-police-checks/part-overview>

9. Reference checks

- (a) The Relevant Organisation (noting that Affiliates shall use the best endeavours, where not required by law and having considered Appendix 6) will conduct a minimum of two reference checks for the preferred applicant to gather additional information about the applicant's suitability to work in the role for which they have applied.
- (b) The selected referees must:
 1. be able to provide information relating to the applicant's suitability to work with Children;
 2. have known the applicant for at least 12 months;
 3. not be related to the applicant;
 4. be able to vouch for the applicant's reputation and character.

Please note: Written character references are not sufficient unless also followed up and verified through direct contact.

- (c) Referees will be asked directly about any concerns they may have about the applicant working with Children. Refer to Appendix 8: Reference Check Requirements and Sample Questions.

10. Qualification and registration checks

Educational or vocational qualifications, or professional registration will be verified for the preferred applicant for the position, if applicable.

11. Minors

- (a) If a person under the age of 18 is appointed to a child-related position, the Relevant Organisation must:
 1. comply with the relevant WWCC legislation;
 2. undertake appropriate screening (interviews and referee checks);
 3. ensure that they are aware that they are bound by the Child Safeguarding Policy, Child Safe Practices and the obligations associated with working with Children; and
 4. obtain information about any pre-existing relationships, especially where the Child-applicant interacts personally with another Child participant.