

Child Safe Standards

RECRUITMENT & SCREENING GUIDE

Date created:	1 December 2023	
Audience:	Hawthorn Calisthenics College	
Version:	2023 V2	
Purpose of Document:	Summarise and simplify our responsibilities to keep kids safe when recruiting people at Hawthorn Calisthenics 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:	December 2024	
Contact:	Iolanda Coffa – admin@hawthorncalisthenics.com.au	
Contents:	<p>Documents</p> <p>1. Child Safe Recruitment & Screening Checklist</p>	<p>Page</p> <p>3</p>
Other relevant resources (see Hawthorn Calisthenics website)	<ul style="list-style-type: none"> • Child Safe Policy • Code of Conduct for dealing with children • Child safe eSafety guide • Guide for Parents • Guide for Teens • Guidelines for physical contact • Image use consent • Guidelines for communication with children • Guide to responding and reporting child safe concerns 	



Child Safe Standards

CHILD SAFE RECRUITMENT AND SCREENING CHECKLIST

The Victorian Child Safe Standards require that Hawthorn Calisthenics personnel undertake robust recruitment and screening procedures when recruiting employees (full-time, part-time or casual employees) contractors and volunteers at Hawthorn Calisthenics – particularly those working with Children & Young People (CYP).

No.	Step
1	<p>For all advertised positions (internal and external) involving direct or indirect contact with Children and Young People (CYP):</p> <p>(a) include the statements:</p> <ul style="list-style-type: none"> • “We require all applicants to undergo background checks and screening prior to or during any appointment Hawthorn Calisthenics Commitment Statement to Safeguarding Children and Young People can be found at www.workingwithchildren.vic.gov.au and • “At Hawthorn Calisthenics, we embrace diversity in gender, age, ethnicity, disability, religion and sexual orientation. We are committed to providing a safe environment for children across Calisthenics.”; and <p>(b) attach Hawthorn Calisthenics’ Commitment Statement to Safeguarding Children & Young People.</p>
2	<p>Conduct at least one face-to-face or video interview and address the candidate’s awareness of Child Safe issues, their beliefs and values regarding children, scenario responses to difficult situations regarding children, their professional & disciplinary history with previous employers and any criminal charges or offences against the applicant.</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>
4	<p>After acceptance of offer, place ‘proof of identity’ and ‘proof of qualification’ documents of successful candidate in a new employee file.</p>
5	<p>Ensure that any candidate who will be undertaking child-related work has a satisfactory Working with Children Check or VIT in compliance with Victorian legislation.</p> <p>Child-related work means work that involves direct contact with children. Direct contact is face-to-face, physical, written, oral or electronic contact. If you are unsure if the candidate will undertake child-related work go to the Do I Need a Check website.</p>



No.	Step
7	<p>If a candidate does not hold a satisfactory WWCC (or equivalent), ensure that the candidate:</p> <ul style="list-style-type: none"> (a) completes an 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; and (b) has a clause in his/her employment agreement or contract that makes their employment contingent on a satisfactory WWCC or equivalent being obtained.
8	<p>Ensure that all candidates who may return a negative WWCC (or equivalent) are either terminated immediately or not employed/engaged (as the case may be, in accordance with legal advice to be obtained).</p>
9	<p>Maintain a register of WWCC (or equivalent) records for all key personnel at Hawthorn Calisthenics. Ensure that this is monitored and updated as necessary.</p>
10	<p>Undertake a minimum of two reference checks to ensure the candidate's suitability to work with CYP in the role for which they have applied.</p>
11	<p>Ensure that each candidate signs or has signed a Calisthenics Member Protection/Child Safe Declaration.</p>
12	<p>Ensure that each successful candidate undertakes an induction process when commencing work with Hawthorn Calisthenics that includes education on keeping children and young people safe (such as Play by the Rules online courses: child protection and harassment & discrimination and SIA Child Safeguarding).</p>