



Child Safe Standards

RECRUITMENT & SCREENING GUIDE

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Audience:	Warrandyte Calisthenics College					
Version:	2024:1					
Purpose of Document:	Summarise and simplify our responsibilities to keep kids safe when recruiting people in 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:	1 January 2025, if not prior.					
[ORGANISATION] Contact:	Warrandyte Calisthenics – Kathryn Payne - warrandytecc@gmail.com.au					
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Other relevant resources (see website):	<ul style="list-style-type: none"> ● Child Safety and Wellbeing Policy ● Code of Conduct for dealing with children and young people ● Child Safe eSafe Guide ● Child Safe Guide for Teens ● Child Safe Guide for Parents ● Guide to Responding to and Reporting Child Safe Concerns ● Guidelines for Communication when working with Children ● Guidelines for Physical Contact when working with Children ● Image Use Consent Form 					



Child Safe Standards

CHILD SAFE RECRUITMENT AND SCREENING CHECKLIST

The Victorian Child Safe Standards require that Warrandyte Calisthenics College personnel undertake robust recruitment and screening procedures when recruiting employees (full-time, part-time or casual employees) contractors and volunteers at Warrandyte Calisthenics College (collectively, “candidate(s)”) – 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"> • <i>“We require all applicants to undergo background checks and screening prior to or during any appointment. Warrandyte Calisthenics College’s Child Safety and Wellbeing Policy can be found at https://www.warrandytecalisthenics.com/child-safety.html and</i> • <i>“At Warrandyte Calisthenics College 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</i> <p>(b) attach Warrandyte Calisthenics College Child Safety and Wellbeing Policy.</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 over the age of 18 who will be undertaking child-related work has a satisfactory Working with Children Check (“WWCC”) 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>
7	<p>If a candidate does not hold a satisfactory WWCC (or equivalent), ensure that the candidate:</p> <p>(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/organisation; and</p> <p>(b) has a clause in his/her employment agreement or contract that makes their employment contingent on a satisfactory WWCC or equivalent being obtained.</p>
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>



No.	Step
9	Maintain a register of WWCC (or equivalent) records for all key personnel in at Warrandyte Calisthenics College. Ensure that this is monitored and updated as necessary.
10	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.
11	Ensure that each candidate signs or has signed a Calisthenics Member Protection/Child Safe Declaration .
12	Ensure that each successful candidate undertakes an induction process when commencing work with Warrandyte Calisthenics College 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).