



Easts Volleyball Club

Young Person's Safeguarding Practices – Recruitment & Screening

Document History

1. Definitions

These definitions apply within this YPSP Practice document.

1.1. Young Person or Young People

A child or young person, or two or more children or young persons, who is or are under the age of 18 years.

Whilst most frameworks within the domain of young person protection, safety and safeguarding use the term 'child', we have specifically elected to use these terms to reflect the preference of all people who are under the age of 18 years.

1.2. General Terms and Definitions

East Management Committee The East Management Committee is the committee that manages the operations of the club. They are appointed at the Club Annual General Meeting each year. The East Management Committee includes player representatives.

East Team Members East Team Members includes:

- Committee members and club officials
- Players
- Coaches where their team includes Young People
- Referees and officials where the game they are officiating includes Young people
- Volunteers with their role has some impact on Young People
- Service providers and others involved in club activities where their activities have some impact on Young People.

Safety Coordinator A Safety Coordinator is a person that has been appointed to this position by the East Management Committee.

Strategy The strategy detailed in this document and all of the Statements, Codes and Practices referred to in this document.

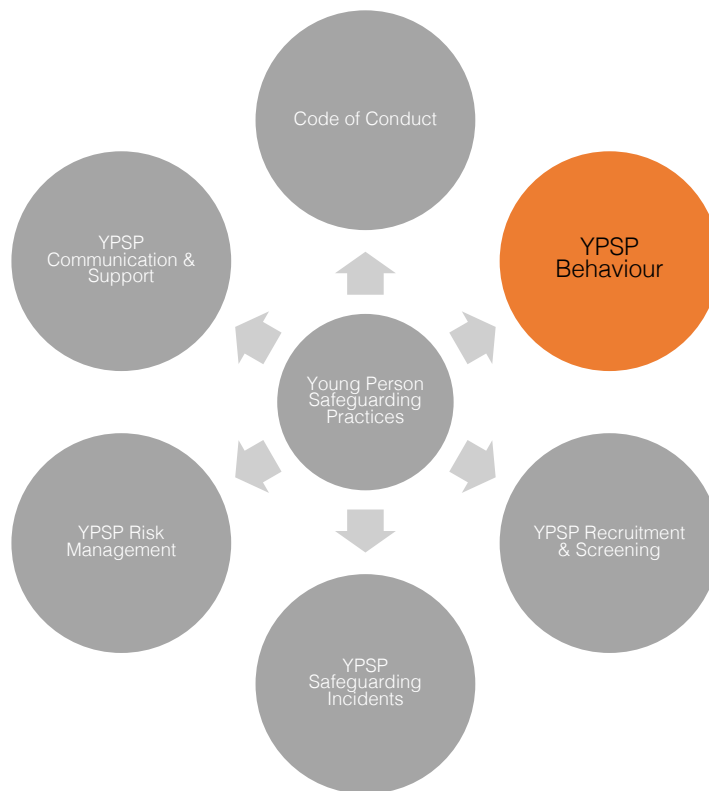
2. What is the aim of these practices?

These recruitment and screening requirements have been developed to provide a fair, safe, consistent, and comprehensive recruitment process across our sport. Easts Volleyball takes the protection of Young People seriously and ensures that the organisation recruit personnel that are suitably qualified and committed to providing professional, safe, and enjoyable programs and services to Young People.

3. What is the aim of these Practices?

3.1. Background

Our commitment to Young Person Safeguarding is embedded into our club's culture, how we work and the environments that we provide. Code of Conduct and Young Person Safeguarding Practices as well as any specific guidelines to support these detail how we turn our commitment into practice.



The **Young Person Safeguarding Practices: Recruitment and Screening** These recruitment and screening requirements have been developed to provide a fair, safe, consistent, and comprehensive recruitment process across our sport. Easts Volleyball takes the protection of Young People seriously and ensures that the organisation recruit personnel that are suitably qualified and committed to providing professional, safe, and enjoyable programs and services to Young People.

3.2. Who these practices apply to

These Practices apply to:

- a. all **East Team Members** at all times they are an Easts Team Member; and
- b. all people applying for a position as an **Easts Team Member**.

These practices must be considered when developing, designing, and managing other policies, activities, and programs.

3.3. When these practices apply

These Practices apply when the Club is seeking to appoint anyone to a Young Person Related Position, including (but not limited to):

- a) Coaches where there are or potentially are interactions involving the coach and a Young Person;
- b) Volunteers who support any club activity or program where there are or potentially are interactions involving the coach and a Young Person; and,
- c) All members of the Easts Management Committee.

These practices do not apply to:

- a) People acting in a capacity where there is no direct or indirect link to the club's activities and programs; and,
- b) Volunteers who provide support to a coach AND are a direct relative of a player in the team that the coach is coaching.

3.4. Key external frameworks

The three frameworks that are highly relevant to these Practices:

1. The [National Principles for Child Safe Organisations](#)
2. The Queensland Government [Child Protection Act 1999](#)
3. The [Queensland Government Working with Children \(Risk Management and Screening\) Act 2000](#)

4. Behaviours

4.1. Young Person Related Positions

All positions within the Club (employees and volunteers) will be assessed (new and existing) using **Appendix1: Position Assessment Checklist**.

In Queensland, there is legislation that requires people who work with Young People to undergo checks and to be issued a card as evidence of this “to promote and protect the rights, interests and wellbeing of children in Queensland”. This legislation is the **Working with Children (Risk Management and Screening) Act 2000** (“WWC Act”).

Positions identified as ‘Young Person related’ will require the successful applicant to hold a valid Queensland ‘Blue Card’ issued pursuant to the WWC Act.

The Club will ensure that it complies with all other requirements of the WWC Act

4.2. Position Descriptions

The Club will provide selection criteria for all vacant positions to ensure those applicants match the criteria to reduce the risk of appointing someone who poses a Young Person safety risk.

Examples of appropriate selection criteria may include:

- *‘Must have experience working with Young People.’*
- *‘Must be able to demonstrate an understanding of appropriate behaviours when engaging with Young People’.*

4.3. Advertising

All positions identified as Young Person Related will include the following statement in the position description and any advertising:

East's Volleyball is committed to protecting Young People from harm. We require all applicants that will work with Young People to undergo an extensive screening process prior to appointment and to hold a valid Qld Blue Card.

4.4. Interviews

All applicants for Young Person related positions are required to attend at least one interview, preferably in person or on a videoconference (e.g. Zoom etc.).

An interview panel will consist of at least 3 people from the Easts Management Committee and one of those panel members must be a player representative.

During the interview, questions regarding the applicant's suitability to work with Young People must be included. These questions are detailed in **Appendix 2: Interview Requirements and Sample Questions**.

4.5. Reference Checks

Easts Volleyball 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.

The selected referees must:

- a. be able to provide information relating to the applicant's suitability to work with Children.
- b. have known the applicant for at least 12 months.
- c. not be related to the applicant.
- d. be able to vouch for the applicant's reputation and character.

Written character references are not sufficient and will be followed up and verified through direct contact.

Referees will be asked directly about any concerns they may have about the applicant working with Children. Questions to be asked of referees are outlined in **Appendix 3: Reference Check Requirements and Sample Questions**.

4.6. Qualification and Registration Checks

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

4.7. Complying with the WWC Act (Qld)

These laws require, amongst other things, 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 Young People that is evidenced by a Blue Card issued by Blue Card Services.

The Club is required to comply with the requirements of the WWC Act. Specifically, the WWC Act prescribes “no card, no start” that means the Club will not permit a person to commence working in a Young Person related role unless they hold a valid Blue Card.

All personnel that require a Blue Card will:

- a) supply a copy of it to the Club; and,
- b) show the club some form of government issued photographic identification that includes the person’s data of birth.

The Club will only engage a person into a Young Person related position if they hold an appropriate and valid Qld Blue Card.

Easts Team Members are required to report any criminal conviction or charge that indicates that they may present a potential risk to Young People to whom they help deliver programs or services, such as illegal drug possession or use, gun crimes and assault including adult sexual assault.

It is a serious breach of the Strategy if an individual:

- a) who has convictions that would make them ineligible to be granted a Blue Card, is appointed to a Young Person related position in our sport; or
- b) continues in their position if they have been charged or convicted of a crime that would make them ineligible to be granted a Blue Card.

4.8. Monitoring Compliance

The Club Safety Coordinators will ensure that:

- a) All personnel in Young Person related positions have an appropriate and valid Blue Card
- b) Maintain the Employee Register in accordance with Blue Card Services requirements
- c) Create and submit Link and Unlink applications with Blue Card Services as soon as someone commences or ceases in a Young Person related position with the Club.
- d) Ensure that all position descriptions and selection criteria for Young Person related positions include appropriate criteria and selection criteria.

- e) Review all new position descriptions to determine if that position is Young Person related.

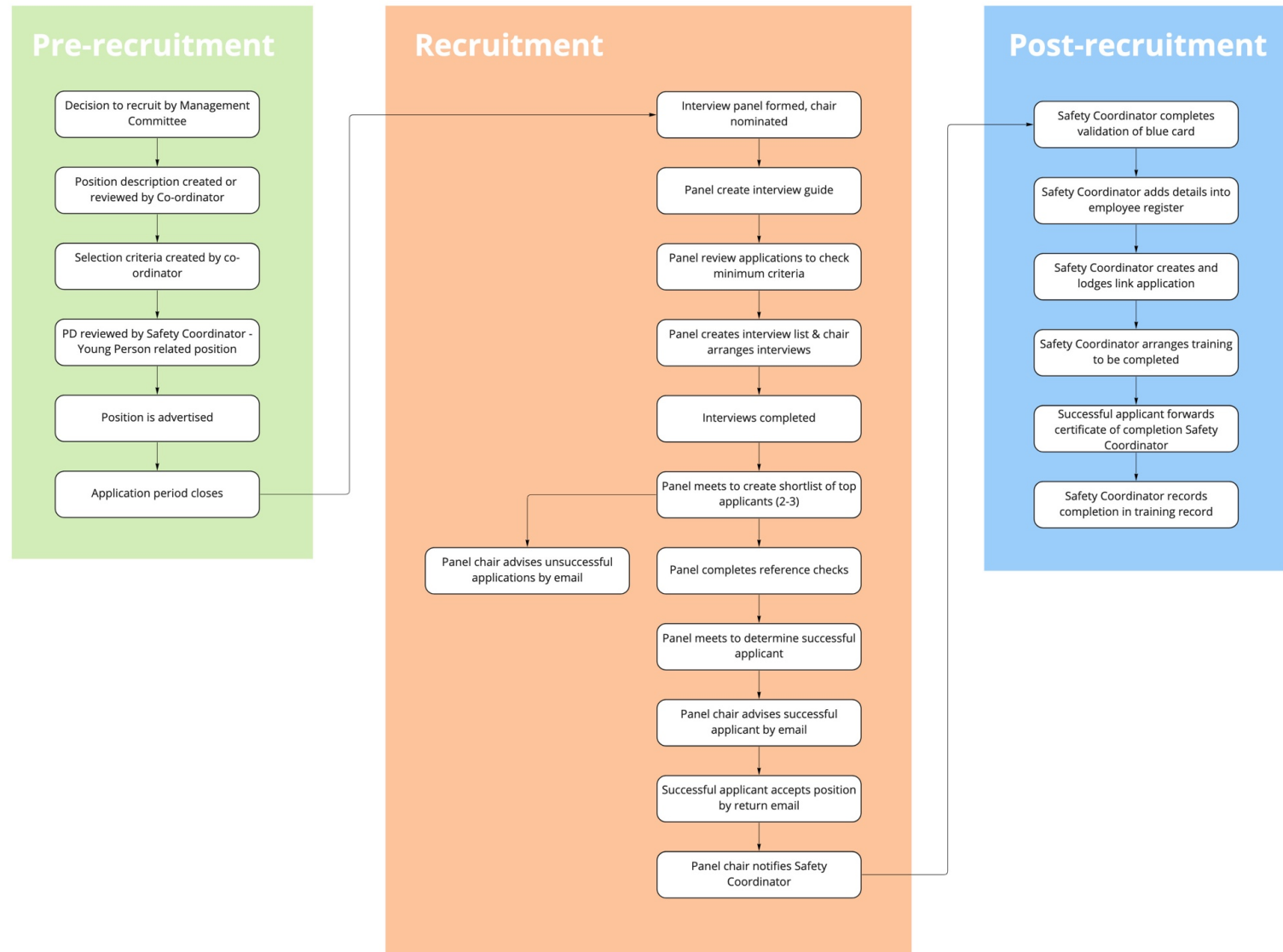
4.9. Engaging Young People into Young Person Related Positions

If a person under the age of 18 is appointed to a Young Person related position, Easts Volleyball will:

- a) If the role receives payment of any kind beyond mere reimbursement of expenses, ensure that the person holds an appropriate and valid Qld Blue Card;
- b) undertake appropriate screening (interviews and referee checks);
- c) ensure that they are aware that they are bound by the Child Safeguarding Policy, Child Safe Practices and the obligations associated with the WWC Act, Child Protection Act, and National Principles; and
- d) obtain information about any pre-existing relationships, especially where the Young Person-applicant interacts personally with another Young Person participant.

5. Recruitment & Screening Process Flow

Recruitment & Screening Process Flow for all Positions that are Young Person related



6. Practices Review Every 2 years

These Practices (with any associated guidelines) will be reviewed to ensure that they are current and effectively support the:

1. Commonwealth Child Safe Framework,
2. [National Principles for Child Safe Organisations](#),
3. Queensland Child Protection Act, and
4. [Queensland Government Blue Card](#) legislation.

The club Safety Coordinators have responsibility to ensure that all policies, processes and codes are kept up-to-date and to monitor compliance with and effectiveness of these policies, processes, guidelines, and codes. To do this the club Safety Coordinators will review the Governing Principles every 2 years and update this strategy to include any relevant legislative changes as required.

Appendix 1: Position Assessment Check

Step 1 - Contact

Contact with children assessment

Category	Question - Does the position/activity:	Y/N
Degree of Isolation	Involve supervising children?	
	Involve being alone with children [PN: this should be avoided where	
	Involve activities with children away from easts location?	
	Involve meeting one-on-one with children? [PN: this should be	
Online Environment	Involve working in unpredictable or remote settings?	
	Involve having contact with children via phone, letter, email, or	
	Involve direct one-on-one or group access to children online?	
	Involve supervising child-to-child online contact?	
	Involve online access to a child's or children's personal and/or	

Step 2 - Vulnerability

Working with children assessment

Category	Question - Does the position/activity:	Y/N
Context	Engage with children with disabilities?	
	Engage with children with additional vulnerabilities?	
	Engage with children with limited support? (e.g. away from home)	
Physical	Involve demonstrating a skill to children?	
	Involve the need for physical contact/touching children?	
	Involve providing a personal service? (e.g. washing, dressing or Involve transporting children?	
Supervision	Involve personnel having unsupervised contact with children?	
	Involve engaging with children in a way that is not observed or Involve any of the following: one-on-one supervision; over-night supervision; out-of-town activities; advising or offering guidance to children; spending extended periods of time with children e.g. camps?	
	Involve developing close, personal, long-term relationships with	
Authority	Contribute to important decisions regarding the future of children?	
	Have access to personal/confidential information of children?	
	Have a perceived or actual level of authority? (from a child's	
Role specific	Require specific skills, knowledge, qualifications, or service eligibility requirements to undertake a child-related position/role?	
Vulnerability can include	Physical disability, intellectual delay, homelessness, children and families impacted by disasters, displacement, being a migrant, refugee or an asylum seeker, children who are known to the police or child protections services, orphans, children in out of	

Step 3 – Assess the risk

Based on your responses to Step One & Two in the Position Assessment Checklist, identify the inherent risk of the position/activity using the table below.		Action
LOW	Nil contact	<p>The position / activity does not have contact or work with children (i.e. You answered NO to all questions in Steps Two and</p> <p>The Club does not require the position or person in the position to hold a WWCC. Easts Volleyball does not require the activity to be supervised or the person to be on restricted duties.</p>
MODERATE	Contact with Children	<p>The position / activity involves or may involve contact with children (i.e. you answered YES to one or more questions in Step Two).</p> <p>The Club does require the position and person in the position to hold a WWC Act Blue Card.</p> <p>The person MUST NOT begin child-related work until they are able to produce a valid Blue Card.</p>
HIGH	Working with Children	<p>The position / activity involves working with children (i.e. you answered YES to one or more questions in Step Three).</p> <p>The Club does require the position and person in the position to hold a WWC Act Blue Card.</p> <p>The person MUST NOT begin child-related work until they are able to produce a valid Blue Card.</p>

Appendix 2: Interview requirements and sample questions

The interview process is a very important step in selecting the right people for your organisation and in identifying any people that may pose a risk of harm to children.

An open-ended style of behavioural-based questioning will give insights into the applicant's values, attitudes and understanding of professional boundaries and accountability.

Questions that MUST be asked

- Would you please tell us about your beliefs and values in relation to working with children?
- Would you please tell us about your awareness and understanding of child protection?
- Would you please tell us about your professional experience, competencies, and qualifications in relation to working with children?
- What boundaries are important when working with children?
- Have you ever had any disciplinary action taken against you in relation to you working with children?

Additional Questions (for positions that work predominately with children) that MAY be asked

- What do you find most rewarding about working with children?
- What do you find most challenging about working with children?
- How would you handle a child that is behaving in a manner that is disruptive in a group setting?
- How do you think your peers, supervisors and referees would describe the way you work with children?
- Are there any children whom you would not wish to work with and, if so, why?
- How would you deal with a child who is acting aggressively?
- Have you ever lost your temper working with children? What was the trigger for this? What was the outcome?
- How would you respond to a child who disclosed they were being subjected to abuse?
- A parent of a child attending your service wants someone from the organisation to care for their child out of hours. What would be your response to this request?
- What would you do if you thought another staff member or volunteer had harmed or was harming a child?
- What would you do if you thought a child was being abused at home?
- Can you tell us about children you have found challenging to work with? What strategies do you use to handle challenging behaviour?

- How would you handle a child that appears sad and refuses to participate in activities?

Take notice of your own thoughts and feelings when interacting with the applicant. Ask for more information if the applicant does not provide sufficient information in his or her responses.

Red Flags include, but are not limited to:

- unexplained lengthy gaps in employment history
- strange or inappropriate questions / statements about children
- expresses an interest in spending time alone with children / in working with children of a particular age or gender
- excessive interest in child photography
- being evasive or inconsistent in responding to questions.

Appendix 3: Reference Check Requirements and Sample Questions

The purpose of seeking references is to obtain objective and factual information to support appointment decisions.

Ask the same questions of each referee.

When contacting the referee, identify yourself and your position, give the name of the candidate and the reason for your call.

Questions that MUST be asked

- Are you related to the applicant? (Please note, if the person answers yes, you cannot proceed with this referee check and another referee needs to be obtained from the applicant).
- In what capacity have you known the applicant and for what length of time? (Please note, if less than 12 months another referee should be obtained from the applicant)
- How would you describe the personal character of the applicant?
- Would you have any concerns about this applicant working with or being in contact with children?
- How does the person respond to supervision/oversight?
- In your time working with the applicant, was there anything that led you to believe that this applicant is not suitable to work with or be in contact with children?
- To your knowledge, has this person ever been involved with the abuse or neglect of children?

The panel should consider the validity of the referees by reflecting on the following questions:

- What is the relationship between the referee and the applicant?
 - Has the referee known the applicant in a professional capacity and if so when and for how long?
 - Is the referee able to provide relevant information about the applicant's work history and performance?
 - Has the referee observed the applicant demonstrating the skills and knowledge required for the position?
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Red Flags include, but are not limited to:

- A reluctant referee
- A referee who does not know (or appear to know) the applicant well
- Information that the referee will not provide
- Information that differs from the applicant's account
- Evasive or convoluted responses
- Referees that would not re-hire the applicant
- Referees that cannot be contacted
- Referees that were not informed they would be used.