

## 1. Introduction

At Rupertswood Sports Clubs we hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our sporting community. Central to this commitment is an unequivocal commitment to fostering the dignity, self-esteem and integrity of children and young people and providing them with a safe, supportive and enriching environment in which to participate and be involved in.

## 2. Purpose of the Policy

Pursuant to the Victorian Child Safe Standards, Child Safe Standard 4, Rupertswood Sports Clubs are required to have screening, supervision, training and other human resource practices that reduce the risk of child abuse by new and existing personnel.

## 3. Scope

This policy applies to any person associated with the Rupertswood Sports Clubs who has contact with children or young people, inclusive of but not limited to players, coaches, volunteers, employees, team managers, assistants, committee members, hereafter referred to as “employees and/or volunteers”.

## 4. Policy Commitments

The Rupertswood Sports Clubs appoint staff using a competitive process underpinned by the principles of merit, equity, and transparency. In doing so, the Rupertswood Sports Clubs practices ethical, fair and impartial staff selection procedures, free from conflict of interest, and characterised by confidentiality and respect for the privacy of an applicant’s personal information.

### 4.1 Recruitment

#### 4.1.1 Advertisements

Any recruitment advertisement published for, or on behalf of, the Rupertswood Sports Clubs or any of its subsidiary clubs will:

- State the Rupertswood Sports Clubs commitment to Child Safety
- Include the following statement “The Rupertswood Sports Clubs promote the safety, wellbeing and inclusion of all children, including those from Aboriginal and Torres Strait Islander backgrounds, children with a disability and those from culturally and linguistically diverse backgrounds.”
- Specifically welcome applications from Aboriginal people, people from culturally/linguistically diverse backgrounds and those with a disability
- Inform applicants that appropriate rigorous reference and background checking will be undertaken, including a Working with Children Check and where relevant, a police record check
- Advise that all successful applicants are required to sign and work within our Child Safety Code of Conduct

#### 4.1.2 Position Descriptions

The Rupertswood Sports Clubs will provide a position description that describes the inherent requirements of the position to be performed. All position descriptions will:

- Be clear about the role and responsibilities of the position
- Set out the role's essential or relevant qualifications, experience and attributes in relation to child safety
- Specify the requirement for the applicant to have an understanding of and commitment to, child safety and the wellbeing of children
- State the employer's expectation that staff provide a child-safe environment
- Clearly specify reporting line

### 4.1.3 Selection Criteria

Selection Criteria describe the qualifications, competencies skills, knowledge and experience, required to perform the inherent requirements of the position. Selection Criteria therefore form the basis of assessment of an applicant's capability to perform the inherent requirements of the position through the short-listing, interview and referee checking process. The Selection Criteria will be inclusive of the following:

- Must have experience working with children, where relevant
- Must demonstrate an understanding of child safety
- Must be able to demonstrate an understanding of appropriate behaviours when engaging with children, where relevant
- Be familiar with legal obligations relating to child safety (e.g. mandatory reporting, grooming, failure to report and protect), where relevant
- Demonstrate an awareness of the needs of children with a disability
- Demonstrate an awareness of Aboriginal cultural issues
- Demonstrate an awareness of the different needs for safety of culturally and linguistically diverse children

### 4.1.4 Interviews

Shortlisted applicants must be interviewed by an authorised representative of the Rupertswood Sports Club prior to any appointment. The interview should focus on the past experience, skill-set and knowledge of the applicant, in addition to gaining an understanding of the applicant's knowledge of Child Safety. Where appropriate to the role, interviewers may ask the following questions:

- Why do you want to work with children?
- Describe a time you worked with a child you found difficult and how you dealt with it
- Describe a time you had to comfort a distressed child
- Outline your understanding of professional boundaries with children
- What do you think of our Statement of Commitment and our Code of Conduct?

Depending on the location/make-up of the club, it may be relevant to ask specific questions regarding promoting the cultural safety of Aboriginal children, the cultural safety of children from culturally and linguistically diverse backgrounds, and the safety of children with a disability

The interview will also be used as an opportunity to emphasise the culture of valuing Child Safety and the expectations of volunteers and their responsibility.

It is the policy of Rupertswood Sports Clubs that shortlisted candidates for interview will:

- Provide copies of identity, qualifications, registration with professional bodies, Working with Children Check and/or a National Police Record Check, as determined by the position applied for.
- Confirm referee details and the relationship of the applicant to them

#### **4.1.5 Reference Checking**

A minimum of two referee checks for each applicant, including the applicant's most recent employer, will be undertaken prior to any offer of employment. A written record of the reference check will be completed retained for at least seven years and comply with privacy legislation and policies in relation to the storage and use of personal records. Completed reference checks will be documented and stored on the applicant's file. Reference checks must:

- Establish and verify the referee's identity and the relationship with the applicant
- Verify the applicant's work history and experience
- Where relevant to the role, verify applicant's history of work with children and ask questions relating to child safety, such as:-
  - Are you aware whether the applicant has previously worked with children in an employment or volunteer setting
  - Have you directly observed the applicant working directly with children
  - Did you have any reason to be concerned about the applicant's behaviour with children
  - Is the referee comfortable knowing the applicant may sometimes be working alone with children
  - Would you feel comfortable allowing the person to be alone with your child
  - Do you have any concerns about the applicant's attitude towards Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds or people with a disability?
- If relevant, confirm applicant's professional registration on registering body's website

#### **4.1.6 Offer and Acceptance of Employment**

All Letters of Offer will be inclusive of the Rupertswood Sports Clubs Child Safety Policy and the Child Safety Code of Conduct. Letters of acceptance of the offer of employment will include the following statement:

"I understand and accept that my appointment to this position requires compliance with the Rupertswood Sports Clubs Child Safety Policy and Child Safety Code of Conduct. I have read and understood both of these documents.

## **4.2 Training**

### 4.2.1 Induction Process

Prior to the commencement date of any employee or volunteer, the Rupertswood Sports Clubs must be provided with a copy of identity, Working with Children Check and National Police Record Check documentation.

All employees and volunteers must be provided with:

- Rupertswood Sports Clubs Child Safety policy and Code of Conduct
- Rupertswood Sports Clubs Commitment to Child Safety
- A copy of the responsibilities of the employee/volunteer
- Information about communication lines within the Rupertswood Sports Clubs
- Inform/email relevant staff about the new volunteer's/employee's arrival and role

The Induction Process will be an opportunity to discuss with the employee/volunteer and address any questions or concerns in regard to their responsibilities, the Rupertswood Sports Clubs Child Safety Policy and Code of Conduct, and to ensure they are provided with training on legislative obligations of reporting, and support in identifying, assessing and reducing or removing child abuse risks where relevant

### 4.2.2 Regular Training

Rupertswood Sports Clubs will provide information and training to employees/volunteers on an as needs basis.

Training can be information presented and skill development that is:

- Provided by an external organisation, online and in person
- Developed and delivered internally
- On the job training, mentoring and coaching

Rupertswood Sports Club will retain a record of training received by employees/volunteers.

Required training to maintain appropriate standards of care and duty of care owed to children are:

- What child abuse is
- How to identify and reduce child abuse risks
- Understanding and appreciating Aboriginal culture and other cultures and languages they may engage with in their role
- Understanding what constitutes appropriate behaviour between children and in relation to adults with children
- Detecting signs of abuse and how to identify inappropriate behaviours in other adults
- The organisation's policies and procedures including the Statement of Commitment, Code of Conduct and Child Safe Policy- where to access them and understanding them
- Child safety protocols including how to respond and reporting guidelines

- Legislative requirements re reporting abuse, removing known risks and when WWCC is required
- Legislative requirements re grooming, failure to protect and failure to report
- Cultural awareness of Aboriginal and Torres Strait Islander children, culturally and linguistically diverse children and children with a disability
- Ensuring safe environments for children with a disability and understanding how to engage safely with them

### **4.3 Supervision**

#### **4.3.1 Probationary Period**

New appointments will be subject to a probationary period of 6 months. During the probationary period, the Rupertswood Sports Club will:

- Monitor and assess a job occupant's continuing suitability for child connected work
- Implement practices that enable the employer to be satisfied that people engaged in child connected work perform appropriately in relation to child safety
- Regularly 'touch base' with the new employee/volunteer to keep the communication flowing and address any concerns as they arise

New employees/volunteers will be closely supervised to ensure behaviour towards children is appropriate and will be given opportunities to discuss their progress and raise any issues or concerns.

### **4.4 Merit**

Appointment is based on merit assessed against the Position Description Selection Criteria. At the point of short-listing, the Selection Committee must be satisfied that applicants are capable of performing the inherent requirements of the position through a comparative assessment of each applicant against the selection criteria.

### **4.5 Confidentiality**

The confidentiality of the staff selection process must be maintained under all circumstances. Applications and referee reports must be stored securely and details of applications, interviews or any other aspect of the selection process should not be discussed outside of the Selection Committee. Breaches of confidentiality and their impact on the Rupertswood Sports Clubs and individuals are regarded as serious matters.

Application and personal information collected from applicants for advertised positions must only be used to complete the recruitment and selection process.

## Responsibilities of Volunteer in Sporting Clubs



### Responsibilities of a Volunteer/Employee

**Rupertswood Sports Club volunteers have a responsibility to:**

- Undertake work induction and training as required
- Be familiar with, sign and comply with the Rupertswood Sports Clubs child safety policy and code of conduct and any other policies or procedures relating to child safety
- Work on tasks suitable to their skills and experience
- Behave in an ethical manner
- Keep cricket club matters confidential, including those relating to children, except where reporting or child safety obligations dictate otherwise
- Use appropriate information channels within the club when needing information, support, back-up, supervision or review
- Be aware of their duty of care to children
- Proactively monitor and support the wellbeing of children in their care
- Implement the strategies which promote a healthy and positive learning environment
- Assist in the provision of a child-safe environment for children
- Comply with occupational health and safety policies and practices
- Maintain a Working with Children Check
- Be aware of protocol when representing the Rupertswood Sports Clubs



## Volunteer Application Process in Sporting Clubs



### Volunteer Application Process

Thank you for your interest in becoming a volunteer with *Rupertswood Cricket Club*. Our volunteers are integral to the Rupertswood Sports Clubs and provide an important link to the community. We welcome your enquiry about volunteering and hope you will find the experience rewarding.

#### APPLICATION PROCESS

##### 1. Application Form

The Child Safe Standards require us to gather, verify and record a person's history of work involving children. The Rupertswood Sports Clubs take child safety very seriously and for this reason, potential volunteers are required to list their entire work history and include any volunteer work involving children.

##### 2. Interview

It is Rupertswood Sports Clubs practice for all potential volunteers to be interviewed prior to commencing any voluntary work. The interview is an informal discussion aimed at assessing the suitability of the person for the volunteer position, particularly child-connected work, and assessing any possible risk to child safety. It is also an opportunity for the potential volunteer to ask questions about the position and the club in general.

##### 3. Referee checks

The Rupertswood Sports Clubs takes child safety very seriously and for that reason we make it a practice to conduct referee checks of all potential volunteers to assess their suitability to work with children. The referee check is a discussion between the parish and the nominated referee for the purpose of addressing the person's suitability for volunteer work and for engaging in child-connected work.

##### 4. Pre-engagement checks

The *Working with Children Act 2005* (Vic) requires that any person doing unsupervised child-related work must have a valid Working with Children Check (WWCC). The policy of Rupertswood Sports Clubs goes further than that, requiring all volunteers to attain a WWCC, with only very limited exceptions. You should discuss with the club President if you think an exemption may apply to you.



## Letter Confirming Volunteer Work



/ /20

Name:

Address:

Dear

Welcome and thank you for taking on the very important role of Junior Coach / Team Manager with *Rupertswood Cricket Club* we place a high value on our volunteers, who are integral to the running of our club.

The duties and responsibilities for this volunteer role can be found in the attached Responsibilities of Volunteer Form.

Our club takes the safety, wellbeing and inclusion of all children very seriously. Please find attached a copy of the Rupertswood Sporting Clubs Child Safety policy and code of conduct. I ask that you take the time to read and familiarise yourself with these documents and upon commencement of your volunteer work, you will have an opportunity to ask questions about them and then submit a signed copy of the Code of Conduct.

I hope that you enjoy your time with us and look forward to your contribution to Rupertswood Cricket Club.

Yours sincerely

*Peter Kavanagh*

Peter Kavanagh



## Existing coaches, volunteers & Committee members

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In order to comply with the Child Safe Standards and more importantly, to ensure child safety, it is recommended that the volunteer:

- Ensure there is a satisfactory description of the role in place for each volunteer position, and provide each volunteer with a Responsibilities Form
- Ensure the volunteer has an current WWCC- copy to be kept on file
- Ensure the volunteer has passed a Police Check if relevant
- Meet with all volunteers for a general discussion about child safety
- Provide volunteers with a copy of the Rupertswood Sports Clubs Child Safety Policy, Code of Conduct and the Rupertswood Sports Clubs Commitment Statement to Child Safety. A signed copy of the Code of Conduct to kept on file.



*Rupertswood Volunteer Child Safety Declaration*

Rupertswood Cricket Club has a duty of care to all those associated with our Club. It is a requirement of our Club that we verify the background of Cricket Participants and players associated with our Club, including coaches, umpires, coordinators, committee members and other volunteers.

I,.....  
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Sincerely declare:

1. I have read and understood Rupertswood Sports Clubs Child Safety policy for Safeguarding Children and Young People
2. I understand my responsibilities in relation to ensuring and promoting the safety of Children and Young People.
3. I do not have any criminal charge pending before the courts.
4. I do not have any criminal convictions or findings of guilt for a Sexual Offence, offences related to Children and Young People or acts of violence.
5. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving Child Abuse, Bullying, Harassment or other inappropriate conduct such as Grooming, Sexual Misconduct, Sexual Offence or acts of violence.
6. To my knowledge, there is no other matter that Rupertswood Cricket Club or Gisborne & Gisborne Cricket Association may consider to constitute a risk to its Personnel, Cricket Participants, Players, Children and Young People or reputation of Australian Cricket by engaging me.
7. I will notify the President immediately upon becoming aware that any matter set out above has changed.

Declared in the State/Territory of .....on...../..... / .....

Signature:.....

Organisation: *Rupertswood Cricket Club*