

Recruitment and Screening Checklist

Section 2.6 of the Safe Sport Framework (“**SSF**”) requires all Clubs, Member Associations and Swimming Australia Limited to undertake the following steps when recruiting employees (whether full-time, part-time or casual employees). The best practice steps listed are encouraged to be taken wherever practicable in relation to the recruitment of volunteers in our sport:

	Step	Resource/Further Information	Complete?
1	For all advertised positions (internal and external) involving contact with Children and Young People: (a) include the statement “we require all applicants to undergo an extensive screening and background check process prior to appointment” ; and (b) attach to electronic advertisements, a PDF of the Child Protection Commitment Statement. See below.	Section 2.6(d) SSF Section 2.6(e) SSF & Child Protection Commitment Statement	
2	Provide all applicants for advertised positions with copies of our Child Protection Commitment Statement prior to an interview. See above.	Section 2.6(e) SSF Child Protection Commitment Statement	
3	Conduct at least one face-to-face or video interview and test the candidate’s awareness of child protection issues, their beliefs and values and their professional history.	Section 2.6(f) SSF Interview question template	
4	Prior to offer, sight ‘proof of identity’ and ‘proof of qualification’ documents of shortlisted applicants relevant to their suitability to work with Children and Young People.	Section 2.6(g) SSF	
5	After acceptance of offer, place ‘proof of identity’ and ‘proof of qualification’ documents of successful candidate in a new employee file .	Section 2.6(g) SSF	
6	Ensure that any prospective employee has a satisfactory Working with Children Check (“WWCC”) (or equivalent) in the appropriate jurisdiction in which they spend the majority of their	Refer WWCC authority list at section 2.6(h) of Safe Sport Framework	

	Step	Resource/Further Information	Complete?
	time		
7	<p>If prospective employee does not hold a satisfactory WWCC (or equivalent), ensure that the prospective employee:</p> <p>(a) completes an application form prior to commencement; and</p> <p>(b) has a clause in his/her employment agreement that makes their employment contingent on a satisfactory WWCC or equivalent being obtained.</p>	Section 2.6(h) SSF	
8	<p>Ensure that all employees and volunteers who may return a negative WWCC (or equivalent) are either terminated immediately or not employed/engaged (as the case may be).</p>	Section 2.6(h) SSF	
9	<p>Maintain a register of WWCC (or equivalent) records for all employees and/or volunteers employed/engaged. Ensure that this is monitored and updated as necessary.</p>	Section 2.6(i) SSF WWCC and Background Check Register Template	
10	<p>Undertake a minimum of two reference checks to ensure the applicant's suitability to work in the role for which they have applied to work with Children and Young People.</p>	Section 2.6(j) SSF Reference Check Template	