

RECRUITMENT AND SCREENING PROCEDURE

WAVERLEY GYMNASTICS CENTRE



Introduction

Waverley Gymnastics Centre is committed to promoting and protecting the interests and safety of children and has zero tolerance for child abuse.

We require all applicants who are to work with children and young people to undergo an extensive screening process prior to appointment, a process that may include, but is not limited to; comprehensive reference checks, an identity check, a working with children check, international or national criminal history record check.

Waverley Gymnastics Centre (WGC) recruitment and screening requirements have been developed to provide a fair, consistent, and comprehensive recruitment process across our sport. Gymnastics Victoria takes child protection seriously and ensures that the organisation recruits' staff and volunteers who are suitably qualified and committed to providing professional, safe, and enjoyable programs and services to children and young people.

Purpose

The purpose of this procedure is to:

- Attract suitably qualified applicants that are committed to promoting and protecting the interests and safety of children and have zero tolerance for child abuse
- Outline steps to be taken to attract the highest calibre and most suitable candidates for the position advertised
- Ensure a fair approach in the recruitment, assessment, and selection process
- Ensure consistency with equal opportunity principles
- Ensure transparency, whilst balancing the need for confidentiality of all applicants
- Promote a timely and efficient process

Recruitment Procedure

Identifying Workforce Needs

The position supervisor determines whether an established position has become vacant, or that there is a demonstrated need for a new position. It is the responsibility of WGC employees to have the vacancy or new position approved by the Club Director or designate.

Job Descriptions

When a vacancy is established the current job description needs to be reviewed or a new job description needs to be written. Job descriptions detail the skills, qualifications and experiences required. They should also detail expectations to provide a safe environment for children and be in line with the GA Child Safe Policy and all other supporting WGC policies and procedures. All new or updated Job Descriptions should be submitted to the Club Director for approval.

Job Descriptions must include:

- The job title
- A general role description
- A clear and current statement of the core duties and responsibilities of the role
- An account of any additional duties to be performed
- A list of the competencies required to perform the role
- The qualifications and experience required for the role

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- A link to all child safety related GA, GV and WGC policies and procedures
- WGC Commitment statement to child safety

Advertising the Vacancy

The Hiring Manager will agree on an effective recruitment strategy for the vacancy.

- All vacant positions will be advertised internally
- The relevant WGC employee is responsible for placing advertisements on the agreed platforms
- Job advertisements should promote WGC standards of child safety and wellbeing
- Job advertisements should include a link to GA, GV to WGC Child Safety and Member Protection policies and procedures
- Job advertisements should state requirements for National Criminal History Checks and Working with Children Checks for successful applicants

Applications

- All applications/resumes will be received via the appropriate WGC employee.
- All applicants receive an email acknowledging that their application has been received

Shortlisting Applicants

The relevant WGC employee will construct the initial short list of applications. The relevant WGC employee will ensure that all candidates are treated fairly in accordance with the selection criteria.

Once short listed, the applicant will be advised of the need to provide the details of three referees including their most recent or current employer and direct line of management

The candidate will also be advised to bring to the interview:

- 100 points of identification
- Employee Working with Children's Check
- GA and/or relevant qualifications to the position advertised

Selection Committee

A selection committee or interview panel should be agreed before any interviews take place. The members of a committee should be knowledgeable about the role advertised. The composition of interviewing panels must consist of a minimum of two people.

The role of the Selection Committee or interview panel is to:

- Assess the applicants' suitability for working with children
- Assess the relative merit of the applicants against the job description
- Declare any potential and/or actual conflict of interest
- A minimum of 2 WGC interviewers to record notes on the interview forms provided
- Google/Social Media search on candidate

Employees assisting in the recruitment and selection process must be aware of and respect confidentiality in this process. They must not jeopardise the integrity of the process by divulging information to anyone outside the selection committee

Interviews

When inviting an applicant in for an interview they should be provided with reasonable notice to attend (ideally 3 days). The relevant WGC employee will book candidates into the interviews and will confirm via email.

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The documentation request will be collected and copied by a member of the interviewing panel when the applicant arrives for the interview.

At the conclusion of the interview the applicant should be provided with information as to next steps and timeframe. Applicants should be kept informed of their progress throughout the application process.

At the conclusion of the interview process the interview committee needs to make recommendations regarding the preferred applicant. If the panel is not in agreement on the preferred candidate, further discussions should be undertaken. If after these discussions the panel members do not agree with the recommendation, then they should discuss their recommendation with the Club Director.

If the interview committee determines that a second round of interviews need to be undertaken for certain applicants, this should be referred to the relevant WGC employee to arrange.

Referee Reports

Reference checking is mandatory to confirm the applicant's work performance and behaviour. Where possible, reference checks should be conducted by a member of the interview committee.

Applicants being considered for appointment should, in the first instance, be asked to provide contact details for three professional referees who can provide information relating to the applicant's suitability to work with children.

Professional referees:

- Should include a representative of the applicant's current or most recent employer
- Must have had a direct managerial relationship with the applicant and so be capable of commenting knowledgeably in relation to the applicant, and have been the applicant's supervisor or line manager
- To verify the referee's identity, the applicant is to provide an organizational/company contact number and email for their referee

Personal referees (not preferred):

- Not a family member
- Known the applicant for at least 12 months
- Must be able to vouch for applicant's reputation and character

Structured reference checks are essential for assessing past performance, shared values and suitability for working with children and young people.

If a member of the selection panel is also a referee provided by an applicant, in the interests of transparency and fairness the applicant should be asked to provide the name of an additional referee.

Contact should not be made with a current employer or any referee without the applicant's permission. However, it is a requirement should they wish to proceed with the employment application.

Conditions of an Offer of Employment

Overseas checks

- If the applicant has lived overseas for more than 6 months in the last 10 years, WGC is required to obtain relevant international police checks in each country where this applies.

Governing Body Database Check

- As available, WGC is to complete all relevant governing body database checks.

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Counter Signing

- If not part of the interview/checking of referees, the child safety questions are required to be signed off by the WGC Child Wellbeing Manager.

National Criminal History Check

- All successful applicants are required to undergo a current National Criminal History Check (NCHC)
- The applicant is to provide the hiring Manager with a copy of the results have been received regarding the National Criminal History Checks
- If there is an adverse finding regarding the NCHC then a risk assessment will need to be completed by the hiring manager and reviewed by the Club Director.

Working With Children Check

- All successful applicants are required to have a current and valid Employee Victoria Working with Children Check before they can commence work with WGC
- If the WWCC does not come back clear the applicant is not able to be employed
- Workers must notify the department within 21 days of commencing child related work with WGC and whenever their personal and contact details change

Making a Verbal Offer

A verbal offer can be made conditional of receipt of required documentation. Start dates should be agreed and salary confirmed. Minimum salary must be in line with the current fitness award.

Contract of Employment

When the applicant accepts the verbal offer of employment, the relevant WGC employee will prepare a contract of employment. This contract and job description plus other documentation required by law will be emailed to the perspective new employee

All Contracts of Employment will be signed by the Club Director or delegate

The applicant then accepts the terms and conditions detailed by signing the contract.

All relevant documentation received must be saved on the employee's file and the relevant information is then forwarded to Payroll.

Probation Period

All new part time and full-time employees are placed on a six month probationary period.

APPROVAL AND REVIEW

Approved By:

Review Date:

Policy Owner:

Contact Details: