



WAVERLEY
Gymnastics Centre

Recruitment and Screening Policy
December 2024

Authorisation

Version	Author	Date	Approved By	Approval Date	Review Date
2	WGC	17.09.2024	WGC Committee	17.09.2024	17.09.2026
3	WGC	11.12.2024	WGC CEO	11.12.2024	11.12.2026

1. Purpose

Waverley Gymnastics Centre ('WGC') provides a fair, consistent, and comprehensive recruitment process whilst promoting and protecting the interests and safety of children.

We require all applicants applying to paid and unpaid positions to undergo an extensive screening process before appointment. The purpose of the WGC Recruitment and Screening policy ('this Policy') 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.

2. Scope

This policy applies to all individuals who are involved in the recruitment and screening process at WGC, including:

- Club Director
- Operations Manager
- Staff
- Volunteers
- Contractors and Sub-contractors, including medical physicians and physiotherapists

3. Roles and Responsibilities

Person or Personnel	Responsibilities
Club Director	The Club Director is responsible for: <ul style="list-style-type: none">• Approving a workforce need• Approving job descriptions
HR Manager	

	<p>The HR Manager is responsible for:</p> <ul style="list-style-type: none"> • Supporting the creation of and agree on an effective recruitment strategy for the vacancy. • Determine whether an established position has become vacant or, whether there is a need for a new position to be created.
<p>Child Safeguarding and Wellbeing Manager</p>	<p>The Child Safeguarding and Wellbeing Manager is responsible for:</p> <ul style="list-style-type: none"> • Reviewing and signing child safeguarding related sections of the interview and referee checks. • Reporting any child safeguarding related concerns or red flags to the Department Leader, and/or Club Director.
<p>HR Administrator</p>	<p>The HR Administrator is responsible for:</p> <ul style="list-style-type: none"> • Conducting reference checks where required and verifying professional referees. • Obtaining applicants documentation (e.g. WWCC, National Criminal History Check). • Uploading all relevant documentation and information to the Employment Document Checklist and BrightHr. • Ensuring applicants have a valid GA technical identification and accreditation. • Ensuring applicants have a valid and current Victorian Working with Children Check by conducting status checks. • Ensuring and checking WGC is registered as the employer by the employee under their WWCC. • Reviewing Gymnastics Australia’s WWCC status check and the Employee Document Checklist on the 1st of every month and reporting outcomes to the Coach Recruitment Coordinator and HR Manager. • Ensuring the Employee Document Checklist is current and accurate, including entering WWCC number, the date the WWCC was verified and the return of employee documents.
<p>Coach Recruitment Coordinator</p>	<p>The Coach Recruitment Coordinator is responsible for:</p> <ul style="list-style-type: none"> • Overseeing the recruitment and screening process of educational staff and support Department Leaders throughout this process. • Issuing educational casual (and part or full-time staff where required) staff employee agreements and other relevant documents through DocuSign (such as the WGC employee handbook).

<p>Interview Panel</p>	<p>The Interview Panel is responsible for supporting the Department Leader in:</p> <ul style="list-style-type: none"> • Assessing the applicant’s suitability for working with children • Assessing the relative merit of the applicants against the job description • Declaring any potential and/or actual conflict of interest • Ensuring a minimum of 2 WGC staff are on an Interview Panel. • Ensuring a minimum of 2 WGC interviewers records notes on the interview forms provided for full time and permanent part time applicants. • Ensuring 1 WGC interviewer records notes on the interview forms provided and the interview is recorded (if the applicant consents) for casual staff.
<p>Department Leader</p>	<p>Department Leaders are responsible for:</p> <ul style="list-style-type: none"> • Leading the recruitment and hiring process. • Posting approved job advertisements on agreed platforms (e.g. High-Performance Manager to post a vacant squad coaching position). • Posting approved job advertisements in the staff room (and any other approved location inside WGC e.g. staff toilets). • Organising and respond to all job application responses received from the job advertisement. • Constructing a short list of applicants, and request references and any other relevant documents. • Arranging the Interview Panel and interview times for applicants and communicating this to the relevant parties.

4. Recruitment Procedure

Recruitment and screening will occur following the below procedure:

Step 1	A position becomes vacant or a need for a new position is identified
Step 2	The job description is created, reviewed or updated
Step 3	A job advertisement is posted
Step 4	Applicants are short listed
Step 5	Interview Panel reviews short listed applicants
Step 6	Short listed applicants provided an interview date and interviews conducted

Step 7	Successful applicant's referees contacted, 3 reference checks conducted (or 2 for under 18 applicants), documents reviewed by relevant staff
Step 8	Successful applicants notified
Step 9	Offer of employment made and unsuccessful applicants notified.

5. Role Responsibilities

When advertising a position vacancy, the job description must either be:

- An existing advertised job description, which must be reviewed and updated if required.
- A new advertised job description.

All new or updated job descriptions must be approved by the Club Director or HR Manager prior to being posted on any platform.

The role description must include the following:

- The job title
- A general role description
- A clear and current statement of the core duties and responsibilities of the role
- Any additional duties to be performed
- A list of the competencies required to perform the role
- The qualifications and experience required for the role
- A link to all child safety related, GV and WGC policies and procedures
- WGC Child Safeguarding and Wellbeing Commitment Statement, a requirement to adhere to the WGC Child Safety Policy, Code of Conduct and Complaints Handling Procedure, a requirement to attend and complete Child Safeguarding and Wellbeing Induction and any other training provided by WGC.

6. Advertisement

All vacant positions will be advertised internally and externally.

Job advertisements must include the following:

- WGC values and standards of child safeguarding and wellbeing
- A link to GA/WGC child safeguarding policies and procedures
- Requirements for a National Criminal History Check and valid Working with Children Check
- Selection Criteria, such as (but not limited to):
 - Experience working with children and young people
 - Minimum coaching accreditation and experience appropriate for the position advertised
 - A demonstrated understanding of appropriate behaviours when interacting with children and young people.

7. Applications

Internal Applications

To ensure fairness and transparency in hiring and screening, WGC will follow the same process below for WGC staff as external applicants.

WGC staff must apply for vacant positions by emailing their resume, and any other required documents, to the relevant Department Leader.

Response to Applications

WGC will endeavor to send applicants an email acknowledging their application has been received within 48 hours of lodging their application.

Applicants not shortlisted by the Department Leader will receive an email notifying them their application is not progressing.

Shortlisted Applicants

The relevant Department Leader will select a shortlist of applicants who:

- Meet the roles selection criteria
- Have provided their resume, and any other relevant documents
- Have passed a social media and general google search.
- *If either search reveals anything inappropriate, misaligned with WGC's values, or a concern related to the individual's behaviours when interacting with children and young people, the Director or HR Manager, the Child Safeguarding and Wellbeing Manager, and relevant Department Leader must be notified immediately.*

8. Interviews

Interview Panel

An Interview Panel is created before any interviews take place and must have at least two WGC staff. Members of the Interview Panel are appointed by the Department Leader and HR Manager on the following factors:

- Their knowledge of the role and department area
- Their experience at WGC.

To ensure the integrity of the recruitment process, WGC staff assisting in the recruitment and selection process must ensure all information related to the selection and interview process remains confidential and must not share or discuss information outside of the Interview Panel.

Interview Process

To provide reasonable notice to the applicant, the relevant Department Leader will email a shortlisted applicant with an interview time and date, at least three days prior to the interview.

To ensure fairness, WGC will ask the same interview questions for each applicant where possible (unless different positions are being applied for) and use the most appropriate interview question document. The Interview Panel will use either the *Administration, Beginner Coach or Qualified Coach Interview Questions* document.

If a position requires, the Interview Panel may create new interview questions. This must be submitted and approved by the HR Manager prior to use.

WGC will ensure child safeguarding questions are asked in every interview, regardless of the position being applied for.

The relevant Department Leader will provide the applicant with information on the next steps, and when the applicant will know the outcome of the interview.

When all interviews have been conducted, the Interview Panel must discuss which applicant/s are preferred. If the Interview Panel cannot agree on a preferred applicant, further discussions must take place. These discussions may, if necessary, involve the Club Director or HR Manager.

If the Interview Panel, in consultation with the Director or HR Manager, determines a second round of interviews should take place, the relevant Department Leader must arrange the second-round interviews. For coaching positions, this may involve coaching on the floor to assess suitability or sending videos where necessary (e.g. for international applicants).

9. Referees

Reference checks must take place for every applicant (including internal applicants as required) to ensure fairness and confirm the applicant's work performance, behaviour and suitability for working with children and young people.

For full-time or permanent part-time positions, the relevant Department Leader or Operations Manager must conduct reference checks.

For casual positions, the HR Administrator must conduct reference checks. When reference checks cannot be conducted by the HR Administrator, a member of the Interview Panel or a delegate must complete them.

The relevant person conducting reference checks must use the *Personal or Professional Reference Check document* for every referee. Notes must be recorded in these documents either on the computer or by hand. If notes are completed by hand, this must be scanned to the applicant's file.

Referee Requirements

Over 18 applicants must provide 3 references and under 18 applicants must provide 2 references.

If an applicant provides a written reference, the applicant must provide the referee's phone number so they can be followed up through a phone call.

If an applicant asks for a referee to be contacted after a certain time, WGC will do so.

A member of the Interview Panel cannot act as a referee for an applicant.

Professional referees must:

- Include a representative of the applicant's current or most recent employer, whom they reported to
- Have at least one referee which had a direct managerial relationship with the applicant
- Be contacted via phone.

WGC will verify professional referees by:

- ensuring the provided contact details are a work email address or work phone number.
- confirming the referees' position through the workplace's website.

If WGC is unable to verify the referee or is uncertain, WGC will contact the referee's workplace.

Personal referees (not preferred):

- Not a family member
- Known the applicant for at least 12 months
- Must be able to vouch for the applicant's reputation and character
- Be contacted via phone
- Ideally seen the applicant interact with children.

10. Conditions of an Offer of Employment

An offer of employment can be made if the below factors have been reviewed and considered by WGC.

Governing Body Database Check

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

Counter Signing

The Child Safeguarding and Wellbeing (CSW) Manager must review and sign off on all child safeguarding related responses of the applicant's interview and referees.

If the CSW Manager determines any child safeguarding related responses are inadequate, insufficient or demonstrate a red flag, the CSW Manager must discuss this with the relevant Department Leader and Interview Panel.

National and International Criminal History Checks

Successful applicants over the age of 18 are required to undergo a National Criminal History Check. The applicant is to provide the HR Manager with a copy of the result.

If the applicant has lived overseas for a cumulative period of 12 months or more in the last 10 years, the applicant must undergo an international criminal history check. The applicant is to provide the HR Manager with a copy of the result.

If there is an adverse finding regarding the NCHC or ICHC, a risk assessment will need to be completed by the HR Manager and reviewed by the Club Director.

Working with Children Check

All successful applicants are required to have a current and valid Employee Victorian Working with Children Check. If the successful applicant is working directly with children (e.g. a gymnastics coach), they must provide WGC with a current and valid Employee Victorian Working with Children Check prior to commencement.

The Human Resource Administrator inputs WWCC information including the number and expiry date on the WGC Employment Document Checklist and BrightHR.

If the successful applicant is a registered coach with Gymnastics Australia, the Human Administrator will list the successful applicant as an employee on the Gymnastics Australia administration portal.

Gymnastics Australia performs a check against the successful applicants WWCC.

If the expiry date or number listed on the Gymnastics Australia website do not align with the details received by WGC, the Human Resource Administrator will cross check this on Service Victoria's Status Checker.

If the WWCC does not come back clear, the applicant cannot be offered employment.

If the successful applicant is a fundamental coach, or not a registered coach with Gymnastics Australia, the Human Resource Administrator will perform a check against the successful applicants WWCC on

Service Victoria's Status Checker. If the WWCC does not come back clear, the applicant cannot be offered employment.

If an applicant is offered employment, the applicant must add WGC to their list of employers within 21 days of commencing and ensure personal and/or contact details are updated when required and provide proof of this to WGC.

Making a verbal offer

A verbal offer can be made conditional on receipt of any required documentation or further information. A conditional offer should include agreed start dates and confirmed salary. The minimum salary must be in line with the current fitness award.

Prior to making an offer of employment for any full-time and permanent part-time positions, the Director or HR Manager must approve the offer.

Contract of Employment

When an applicant accepts a verbal offer of employment, the appropriate contract will be prepared (e.g. casual, part-time, full-time) with the agreed start dates, hours and salary. WGC will endeavor to email the contract, job description and any other required documentation to the prospective employee, within 24 hours of acceptance.

All employment contracts must be signed and dated by the prospective employee and co-signed by the Club Director, the HR Manager, relevant Department Leader, or delegate.

Documentation received from the prospective employee (e.g. signed contract) must be saved on the employee's file and sent to Payroll within 24 hours and recorded on the Employee Document Checklist.

Probation Period

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

11. Post Employment Ongoing Screening

The Human Resources Administrator will review Gymnastics Australia's My Coaches list (located within Gymnastics Australia's administration portal) and BrightHR WWCC reports to ensure all WWCC are valid and current on the 1st working day of every month and provide the Coach Recruitment Coordinator with a report.

WGC employees will be emailed a reminder one month prior to their WWCC expiry date to update their WWCC and sent a text message two weeks prior to expiry.

The Human Resources Administrator will ensure all coaches' accreditations are current and valid. WGC employees will be emailed an eight- and two-week reminder prior to their accreditation expiry date.

12. Related Policies and Procedures

Related policies and procedures listed below are documents directly related to, or referenced in, this Policy:

[Child Safety and Wellbeing Policy](#)

[Social Media Policy](#)

[Employee Handbook](#)

[Sports Integrity Recruitment and Screening of Staff and Volunteers in Child Related Positions](#)

[Employee Document Checklist](#)

[Administration Interview Questions](#)

[Beginner Coach Interview Questions](#)

[Qualified Coach Interview Questions](#)

[Reference Check Questions – Personal Reference](#)

[Reference Check Questions – Professional Reference](#)

13. Relevant Legislation

[Fair Work Act 2009 \(Cth\)](#)

[Fair Work Regulations 2009 \(Cth\)](#)

[Worker Screening Act 2020 \(Vic\)](#)

[Child Wellbeing and Safety Act 2005 \(Vic\)](#)

[Child Wellbeing and Safety Regulations 2017 \(Vic\)](#)

14. Version History

Version	Date Amended	Author	Change Details
2	September 2024	Olivia Gatsios Tanya Hart Joan Connor	<ul style="list-style-type: none"> Updated formatting to 2024 Policy Template Inserted document control and relevant information Updated screening and recruitment requirements to align with current guidelines and ensure compliance with current legal requirements.
3	December 2024	Olivia Gatsios	<ul style="list-style-type: none"> Included process for WWCC screening for coaches and other WGC employees. Added section to outline ongoing screening requirements. Updated referee verification process.