

Recruitment Steps - Checklist

The following steps are is to assist when recruiting paid 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 ASAI Child Safe Sport Commitment Statement	SSF - Child Safe Recruitment and Screening Requirements Policy	
2	Provide all applicants for advertised positions with copies of ASAI Child Safe Sport Commitment Statement prior to an interview.	SSF - Child Safe Recruitment and Screening Requirements Policy	
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.	SSF - Child Safe Recruitment and Screening Requirements Policy 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.	SSF -Child Safe Recruitment and Screening Requirements Policy	
5	After acceptance of offer, place 'proof of identity' and 'proof of qualification' documents of successful candidate in a new employee file .	SSF - Child Safe Recruitment and Screening Requirements Policy	

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 time	SSF - Child Safe Recruitment and Screening Requirements Policy	
7	<p>If prospective employee does not hold a satisfactory WWCC (or equivalent), ensure that the prospective employee:</p> <ul style="list-style-type: none"> • (a) completes an application form prior to commencement; and • (b) has a clause in his/her employment agreement that makes their employment contingent on a satisfactory WWCC or equivalent being obtained. 	SSF - Child Safe Recruitment and Screening Requirements Policy	
8	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).	SSF - Child Safe Recruitment and Screening Requirements Policy	
9	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.	SSF - Child Safe Recruitment and Screening Requirements Policy	
10	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>SSF - Child Safe Recruitment and Screening Requirements Policy</p> <p>Staff Screening/Reference Checklist</p>	