

# YMCA Geelong – Recruitment Screening Policy



OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG 107-G		April 2011	Approved

## 1. RECRUITMENT SCREENING POLICY

## 2. INTRODUCTION

The YMCA is committed to recruiting and selecting directors, employees and volunteers to achieve its strategic direction and to demonstrate attributes that are consistent to YMCA values and vision. The process of recruiting and selecting directors, employees and volunteers will comply with all legal requirements and with relevant equal opportunity, affirmative action and human resource management policies as adopted by the YMCA.

## 3. POLICY

### 3.1 Commitment to Safeguarding Children and Young People

YMCA of Australia's statement of commitment to safeguarding the children and young people in our care is supplied to all applicants at the same time as a formal employment contract is issued or directorship position is approved.

### 3.2 Selection Panel

Selection panels will comprise at least two people. There should also preferably be gender balance. A chairperson should be appointed for the panel who will assume responsibility with other panel members for conducting short listing. Selection panel members must declare any potential conflicts of interest or relationships with applicants to the appropriate Officer or their delegate.

All selection panel members must have met all safeguarding children standard requirements.

All applicants will be asked to provide at least two referees, professional or personal where applicable, and preferably last place of employment/volunteering.

### 3.3 Candidate Assessment

Applicants should only be assessed on how they meet the selection criteria or job requirements. In particular, there must be no bias or discrimination on the grounds of race, age, sex, political beliefs, religious beliefs, impairment, sexual preference, marital status, pregnancy, family status, family responsibility, or trade union activity.

All interviewees, where required, are to be asked whether they have been subject of an employer investigation or been charged with a criminal offence involving children,

violence, drug dealing or dishonesty in line with our Safeguarding Children and Young People's Policy.

### **3.4 Identity check**

The identity of the successful candidate, where relevant, is confirmed by the sighting of original 'proof of identity' documents presented by the applicant. Once the documents are sighted, photocopies of documents are taken noting that the originals have been sighted. Proof of identity documents are original or certified copies of identifying documents that total 100 points of identification. On completion of the recruitment process, successful applicant's 'proof of identity' documents are added to their personnel file.

### **3.5 Screening Checks - Working With Children' Checks**

YMCA operates, where required, with legislated screening schemes. Accordingly, recruitment procedures require that such checks be obtained for all applicants who are to be offered/have accepted a position with our organisation.

Further information regarding these checks can be obtained from:

#### **Victoria**

Working with Children Unit, Department of Justice

Telephone: 1300 652 879

Web: [www.justice.vic.gov.au/workingwithchildren](http://www.justice.vic.gov.au/workingwithchildren)

The person responsible for recruiting must sight the applicable original documentation and record relevant details. If an applicant does not possess the required checks, the applicant must complete an application form prior to confirming their employment, or starting with the organisation.

YMCA will not employ a person who is deemed a prohibited person based on legislation in our jurisdiction.

### **3.6 National Criminal History Record Checks**

In addition to legislated screening schemes, employees may be required to undergo a National Criminal History Record Check, (also known as a 'police check'). Where required applicants are to complete an application form and provide consent for the check to be undertaken on behalf of the organisation. This requirement may be different dependent on State/Territory requirements. For further information

Victoria Police

Phone: 03 9247 5907

Web: [www.police.vic.gov.au/content.asp?Document\\_ID=274](http://www.police.vic.gov.au/content.asp?Document_ID=274)

YMCA Victoria- CrimTrac 94035000

### **3.7 International Checks**

The onus is on the employee or volunteer who has arrived from another country to provide an International Police Check. International Police Checks are subject to the legislation of the country where the person was a resident. The relevant overseas police force should be contacted to obtain a police record check, or alternatively the Australian Federal Police.

### **3.8 Determining Relevant Criminal History**

In accordance with the Australian Human Rights Commission Act 1986, if an employee is denied employment or dismissed on the basis of a criminal record, there must be an inherent link between the criminal history and the requirements of the job.

It is at the discretion of the Chief Executive Officer (or their relevant delegate), to determine whether a particular crime history is relevant to the position of employment and if the appointment or continued employment would put the YMCA at risk. This discretion must not contravene respective jurisdictional requirements. There are specific restrictions relating to the legal capacity for an organisation to make such a decision.

*(For Example: An organisation is unable to employ a Prohibited Person in any child related area in any State/Territory in Australia.*

*All WWCC systems make a suitability assessment and issue either a positive or negative Notice, and the organisation has no capacity to employ against a negative assessment, other than in NSW and SA. (While not called a WWCC as such, SA does have a mandatory suitability assessment that includes a NCRHC).*

*In the non WWCC States/Territory (Tas and ACT), the organisation conducts a NCRHC and makes the decision to recruit or not).*

When assessing whether a particular crime history is relevant to the position of employment and if the appointment or continued employment, the following should be taken into account bound by:

- There must be an inherent link between the criminal history and the requirements of the job.
- The scope of the applicant's criminal history.
- The nature of the offence and the relationship of the offence to the particular position/profession.
- The period of time that has elapsed since the offence took place.
- Whether the offence was committed as an adult or juvenile.
- The type of penalty imposed by the court such as whether the court elects not to record a conviction where the person enters into and successfully completes a conditional order such as bond or probation, and whether the applicant has successfully completed the order
- The severity of any penalty imposed.
- Whether the offence has been de-criminalised or removed from the statutes.

If a person is to be denied employment because of his/her criminal record, they are to be provided with an opportunity to discuss his/her criminal record and the reasons for the decision. This is imperative to allow the applicant to raise any errors or discrepancies that may have occurred.

Whenever possible, no applicant is to be offered a position until after completion of their 'National Criminal History record' Check.

### **3.9 Undertaking Reference Checks**

All appointed personnel and directors are expected to have minimum 2 referee checks completed prior to a formal offer.

Applicants being considering for appointment should, in the first instance, be asked to provide contact details for two professional referees who can provide information relating to the applicant's suitability to work with children. Professional referees, where possible:

- Should include a representative of the applicant's current or most recent employer/volunteer position.
- Must have had a direct managerial relationship with the applicant and so be capable of commenting knowledgeably in relation to the applicant, and ideally have been the applicant's supervisor or line manager.
- Telephone references require a company/business number. Mobile phone contacts are not sufficiently safe in regards to reference checking.

Personal referees are not recommended. However, if there is no option but to include a personal referee, then that referee:

- Should not be related to the applicant.
- Should have known the applicant for at least 12 months.
- Must be able to vouch for the applicant's reputation and character.

The referee checks we undertake must involve direct contact with the referee. Written character references are not sufficient unless also followed up and verified through direct contact.

Difficulty in contacting referees, such as those based overseas or those who have left an organisation, is not justification for accepting lower standards of scrutiny.

YMCA maintains documentation regarding feedback from our referees in relation to the suitability of an applicant to work with children. Reference check questions guide discussions with a referee.

### **3.10 Qualification and Registration Checks**

From time to time employees may make fraudulent claims about their educational or vocational qualifications, or their professional registration, to obtain a position. The original documents for qualifications must be sighted with a copy held on the employee's personnel file.

### **3.11 Advertising Employment Positions**

YMCA Geelong will advertise all vacancies internally as a minimum. Where there is an exception to this rule, it must be authorised by the Chief Executive Officer or their

delegate. All advertisements must contain the following; *'The YMCA is committed to the safeguarding of children and young people'* and all applicants will be obliged to comply with all safeguarding policy and practice standards.

#### 4. DEFINITIONS

WWCC- Working with children Check

#### 5. SCOPE

This Policy was developed and endorsed by the Board of YMCA Australia and to be endorsed by the Board of local YMCA Associations.

This Policy reflects the needs of YMCA Geelong Inc policy and procedures and applies to all operations.

#### 6. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Staff / Volunteers	Understand the Policy requirements and utilise knowledge gained through the online safeguarding children training to ensure that the policy is implemented.
Payroll/HR Co-ordinator	Ensure all staff and volunteers have completed the WWCC and CrimTrac requirements before the commencement of employment.
Co-ordinator/ Manager	Ensure that the Policy is implemented via Recruitment process with all staff.

#### 7. MONITORING, EVALUATION AND REVIEW

This policy will be reviewed on a three year cycle as a minimum or at a time governed by legislation or regulations.

Compliance will be monitored by the Payroll and HR Co-ordinator to ensure employees/volunteers undertake the prescribed training and Policies are signed off by all staffvolunteers.

A register will be maintained by the Payroll and HR Co-ordinator and reports will be issued.

**8. SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)**

- Appendix 1: Mandatory Reporting Policy
- Appendix 2: Code of Conduct
- Appendix 3: Recruitment Screening Policy
- Appendix 4: Positive Behaviour Guidance Policy
- Appendix 5: Membership, Enrolments and Facility Hire Policy
- Appendix 6: Roles and Responsibilities of Board Directors
- Appendix 7: Roles and Responsibilities of CEOs/Managers
- Appendix 8: Roles and Responsibilities of Staff/Volunteers

**9. SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)**

Approved by:  
 Meeting number and date:  
 Resolution number:  
 Effective date:  
 Review date:  
 Policy Owner: CEO  
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 Amendment history:

Version	Date	Author	Change Description
V1	11/02/2014	Shona Eland	Uploaded to YMCA Geelong Policy Template included scope, monitoring and evaluation clauses.

As Adopted by the YMCA of..... on / /2014

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President YMCA Geelong Inc.

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Chief Executive Officer YMCA Geelong Inc.

Under review