

YMCA Geelong- Recruitment and Selection Policy



OFFICE USE ONLY

Procedure Number	Date Approved	Date Last Amended	Status
YG 135-G	27/05/2014	27/05/2014	APPROVED

1. Recruitment and Selection 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 Managers and supervisors recruiting employees will ensure they adopt this policy when advertising, interviewing, selecting and appointing applicants.
- 3.2 YMCA Managers/Co-ordinators will monitor the effectiveness of this policy and recommendations for review will be submitted to the Corporate Services Manager.

4. Procedures for Recruitment & Selection

General Procedures: The following general procedures have been developed to facilitate the implementation of this policy.

- 4.1 All positions will be advertised internally (Social Media/ Staff communications) and if identified may also be advertised externally simultaneously except at the discretion of the Board.
- 4.2 Advertisements will contain the following phrases: YMCA Geelong is an Equal Opportunity Employer. YMCA Geelong is committed to safeguarding children & young people.
- 4.3 All legislative requirements for recruitment advertising will be observed and particular attention paid to adhering to the YMCA's policies.
- 4.4 A selection panel (minimum of 2 people) is required for all permanent positions with senior management positions requiring a panel of 3 people.
- 4.5 Reference checks are essential for all employees and will be conducted by the Human Resources Officer, Supervisor or Manager.

The following procedures are taken directly from the Safeguarding Children & Young People's Policy

Through the staff/volunteer recruitment and selection process we can put in place various steps that minimise the risk of attracting or hiring an inappropriate staff/member within our children/youth programs or within our association to ensure the provision of a safe environment for all.

- Step 1 All Job advertisements refer to the YMCA as being committed to safeguarding children and young people and/or reference this associated policy.
- Step 2 All position descriptions refer to the staff member being aware and working under the guidelines of the YMCA's Safeguarding Children and Young People Policy along with the code of conduct.
- Step 3 All applicants (staff and volunteer) must complete a YMCA Geelong Application Form (available on the website). Interviewers are to ask whether the candidate have ever been a subject of an employer investigation or been charged with a criminal offence involving children, violence, drug dealing or dishonesty. And asked If they have ever worked overseas or interstate.
- Step 4 The current employer or most recent employer of all applicants short-listed for interview will be contacted for suitability and screening purposes. This is to be made clear to the applicant on short listing so they are aware that this is a prerequisite of YMCA employment.
- Step 5 A **minimum of two (2) reference** checks are to be conducted for all applicants short-listed for interview. These should must be recorded on the **YMCA Referee Check Template**. They should be direct contact via phone. The results of these are to be documented, diligently evaluated and placed on file prior to any offer of employment being made.
- Step 6 A current police check (current) along with a Working with Children Check will either be supplied by the applicant or conducted by the employer. The candidate's permission will always be given before the check is requested with signature of applicant required on check requests. These will be documented and recorded prior to employment by the YMCA of ALL staff/volunteers who have access to children or young people. These are issued by the relevant state/territory police.

Exclusion from employment findings on a police check may include criminal histories of

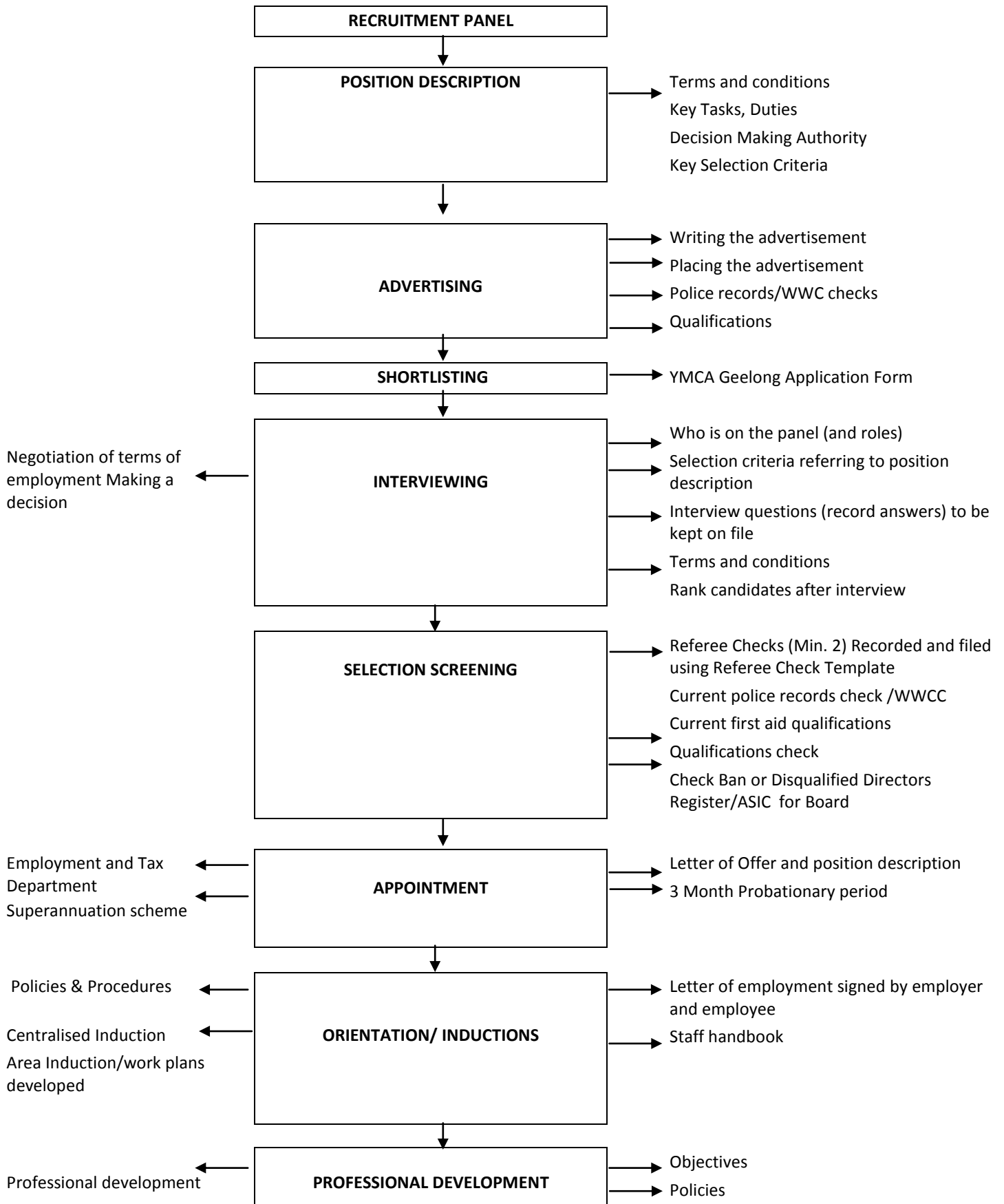
- Child abuse
- Child/adult sexual abuse
- Violence
- Child pornography/internet offences involving children
- An undeclared criminal record of any sort

- Misleading or dishonest information or other areas of concern
- Substance and or alcohol abuse
- Dishonesty/deception/fraudulent activities

NOTE: "An applicant should not be automatically excluded from a position on the basis of having a criminal record. "

They may include any charges for criminal activities that do not necessarily pose a risk to children, eg. Shop- lifting. Important factors to take into account include:

- The nature of the offence in relation to the nature of the position being offered
- The length of time since the offence took place as well as the age at which it was committed
- Whether there is evidence of an extended criminal history
- Severity of punishment imposed i.e. whether the person was convicted, found guilty or or admitted guilt.



10. Monitoring and Evaluation

This Policy is reviewed annually by the Board as part of the board recruitment cycle.

Approved by: YMCA Geelong Board

Meeting number and date: 27/05/2014

Resolution number: Item 13

Effective date: 27/05/2014

Review date: 24/05/2015

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 Geelong on 27/05/2014



Shona Eland

Acting Chief Executive Officer YMCA Geelong Inc.