



Dingley Junior Football Club

Child Safe Recruitment Policy



1. PURPOSE

This policy is intended to assist the Dingley Junior Football Club (DJFC) in ensuring all incoming volunteers and officials are aware of and meet the minimum behavioural standards expected, and is designed to ensure that child safety, equality, and fair treatment are issues at the core of the DJFC culture. Further, it is intended to give DJFC volunteers and officials guidelines by which to make the right decisions during the appointment process.

2. EQUAL OPPORTUNITY AND DISCRIMINATION

2.1 DJFC will give equal consideration to the submissions of all applicants, and will not show bias or discrimination on the grounds of gender, race, age, disability, sexual orientation, religion or any other characteristic.

2.2 Recruitment personnel will treat all applicants with the same respect, and will provide an “even playing field” during interviews. This includes, but is not limited to, using the same base list of questions for applicants (except when pursuing the specifics of an applicant’s career), allowing the same amount of time for interviews, and allowing the applicants equal chances to ask their own questions.

3. APPLICANT SCREENING

3.1 It is the responsibility of DJFC to conduct adequate background checks on applicants under consideration for a position with DJFC. The applicant may only be offered a position if they both agree to and satisfactorily pass these requirements.

3.2 Applicants must supply personal and professional referees with their application. DJFC personnel will contact these referees to ensure the suitability of the applicant to our organisation.

3.3 Prior to being offered a role with DJFC, applicants will be required to sign our Child Safe Code of Conduct.

3.4 Prior to commencing a role with DJFC, the successful applicant must attain a valid Working With Children Check. DJFC may offer a position to an applicant prior to the WWC being attained, on the condition that the applicant gains one before commencing their role.

3.5 Working With Children Checks must be uploaded and verified via Everproof and sighted by a current SMJFL staff member.

3.6 In addition to these regulated checks, the DJFC committee member(s) undertaking the recruitment process must strive to determine the compatibility of all applicants to these standards through the applicants' CV and any resulting interviews. Recruiters can consult the "Best Recruitment Practices and Guidelines" during this process.

4. CONFIDENTIALITY

4.1 DJFC will treat all information obtained during the application process with discretion, and will not share this information with third parties or other applicants, with the exception of information required for the stated background checks.

4.2 DJFC may retain applicants' contact information and application documents against the possibility of future employment opportunities. Applicants may request for their information to not be kept at any time following an unsuccessful application.

5. DISCLOSURE

5.1 This Policy must be made available to all applicants from the commencement of the application process, to ensure their full understanding of rights and requirements prior to submitting an application.

Dated: April 2019

Date for Review: April 2021

BEST RECRUITMENT PRACTICES AND GUIDELINES

Purpose

This document is designed to assist DJFC Committee members during recruitment processes, to ensure that all potential applicants are made aware of our expectations, and to ensure all successful applicants meet those expectations. It is the responsibility of DJFC to ensure all future staff are committed to the importance of child safety, equality and fair treatment in our organisation, and as such the recruitment process must be sound enough to screen out those who pose a risk to our members or other staff.

These guidelines should be considered as minimum standards, and any further techniques or procedures aimed to ensure the quality of our future staff should be considered.

Job Listings

- All advertised job listings must contain sufficient information about the position, its requirements and expectations.
- All advertised listings must contain a statement declaring our commitment to equal opportunity.
- All advertised listings must contain a link to our Recruitment Policy, or information on how to access it.
- All advertised listings must note the requirement of a Working With Children check for successful applicants.

Interview

- Treat all applicants with equal respect.
- Be aware of how cultural backgrounds may affect your interaction with an applicant. This does not mean you treat them differently, it is an effort to understand how they may speak or behave and be respectful in your reactions to this.
- Use the same base list for your questioning of each applicant. You will have more specific questions based on their experiences or responses, however you should be offering an even playing field at the start of each interview, regardless of how you think each applicant may compare.
- Do not offer longer interviews to applicants you think will be best. Interviews will vary in their length, but allow each the same amount of time in case it is needed. You can always ask a strong applicant back for a second interview.
- Explain to every applicant the DJFC's commitment to equal opportunity, to building a culture of tolerance and respect between staff members and also with outside stakeholders, and to the safety and proper treatment of our members, especially to children. All applicants should be aware of the importance of these issues to DJFC.
- Try to gain an insight into the applicants' background with regard to these issues. Have they worked with children before? Have they witnessed bullying, harassment or discrimination in the workplace before? Is there anything in their history that suggests they may not uphold these values? Be careful in your questioning – do not offend or accuse.
- Be prepared and willing to answer whatever questions the applicant has at any stage of the interview.
- Ensure the applicants are aware of the required referee and Working With Children checks.

Checks

- Once you know the applicants you are considering for the role, ensure the required checks are followed up.
- Contact their provided referees and ensure their compatibility for the role and our organisation as a whole.
- The successful candidate must supply their valid WWC prior to starting work with DJFC. This can be done after offering them the position, so long as it is supplied before commencing their role.