



Recruitment Policy

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Recruitment Policy

DOCUMENT CONTROL

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Application	All staff, Management Committee, volunteers and applicable Club members, clients, contractors and visitors.
Managed By	Management Committee & General Manager
Relevant Legislation	Anti-Discrimination Act 1998 (Tas) Fair Work Act 2009(Cwth) Child Protection Act 1974 (Tas) Children, Young Persons and Their Families Act 1997 (Tas) Registration to Work with Vulnerable People Act 2013 (Tas) Youth Justice Act 1997 (Tas) Civil Liability Act 2002 (Tas)

Recruitment Policy

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Recruitment Policy

1. INTRODUCTION

The success of the Hobart Police and Community Youth Club Inc (Hobart PCYC) relies on its ability to attract the best staff and volunteers available. Recruitment methods must be fair, efficient, effective and free from discrimination of any type. Further, the engagement of any employee or volunteer must comply with all Hobart PCYC child protection policies.

Children and young people have the right to be emotionally and physically safe at all times. The Hobart PCYC has not only a moral obligation but a statutory requirement to prevent child abuse perpetrated by employees or those whose relationship is “akin to employment”. This may include instructors, formal and informal leaders, both waged and volunteer staff and any person who represents the Hobart PCYC.

Hobart PCYC requires all employees/volunteers to pass through the organisation’s recruitment and screening processes prior to commencing their engagement.

2. PURPOSE

The Staff Recruitment Policy has been established to:

- (a) Ensure Hobart PCYC has the opportunity to attract the best available staff and volunteers for all vacant positions.
- (b) Set out the screening process for people who currently occupy or who apply for any work (paid or voluntary) in our organisation that involves regular, direct and unsupervised contact with people under the age of 18 years.

3. PERSONS TO WHOM THIS POLICY APPLIES

Hobart PCYC employees, or proposed employees who:

- Are over the age of 16.
- Are working or volunteering with children in any capacity – this also includes situations that include an overnight stay.
- Hold a current interstate registration and want to use it in Tasmania for 28 days or less per calendar year.
- Are working or volunteering with children in situations that also including an overnight stay, you will need to register.
- This policy applies to all coaches, referees, judges, athletes and club support staff/volunteers.

4. POLICY

BACKGROUND

Hobart PCYC is committed to providing high quality programs and services to our community. To support the achievement of this objective we recognise the importance of engaging the most suitable applicant for all vacant positions.

Hobart PCYC will work to attract the best available employees and volunteers and take all reasonable steps to ensure that applicants may be safely entrusted with the duties of their position and comply with all child protection policies.

Hobart PCYC's Management Committee and/or the General Manager shall have the capacity to make such appointments as are necessary for the efficient operation of the Association. Appointment processes may include, but are not limited to, internal/direct appointments, externally advertised vacancies or the use of labour hire/recruitment companies.

Hobart PCYC Inc is committed to providing a work environment that is free from harassment and discrimination. All recruitment and selection procedures and decisions will reflect Hobart PCYC's commitment to providing equal opportunity by assessing all potential candidates according to their skills, knowledge, qualifications and capabilities. No regard will be given to factors such as age, gender, marital status, race, religion, physical impairment or political opinions/associations.

RESPONSIBILITIES

It shall be the responsibility of the General Manager (or delegated staff) to implement this policy and to monitor its performance. It is the responsibility of the General Manager (or delegated staff) to:

- Understand and implement Hobart PCYC's Recruitment Policy.
- Determine and appoint necessary staffing/volunteer numbers.
- Develop appropriate position descriptions that specify role requirements and selection criteria.
- Ensure all staff and candidates are aware of their responsibilities in the recruitment and selection process.
- Provide any necessary guidance in regard to recruitment and selection issues as required.

All staff, volunteers, club members, contractors and visitors share the responsibility for the prevention and detection of child abuse and must familiarise themselves with relevant laws, and Hobart PCYC policy and procedures in relation to child protection and comply with all requirements.

The Management Committee has ultimate responsibility for the detection and prevention of child abuse and is responsible for ensuring that appropriate and effective internal control systems are in place. The Hobart PCYC shall also ensure that appropriate Child/Participant Protection policies are in place.

The Management Committee and the General Manager are responsible for ensuring that all staff, members and volunteers uphold the requirements of this Policy and associated documentation and are responsible for dealing with and investigating potential breaches of this Policy.

PRE-RECRUITMENT CONSIDERATIONS

When it becomes necessary to recruit for a position, the General Manager should carefully consider the requirements for the position, and the key selection criteria including skills, experience and qualifications.

If no position description exists for the available position, or if it requires revising, the General Manager shall develop the new position description or amendments. Selection criteria will be developed on the basis of a position description.

Prior to commencing the recruitment process, the General Manager shall propose to engage one of the following appointment processes:

(a) Direct Appointment

Given the fluid nature of the fitness industry, situations may arise where speedy appointments are required. In such situations the General Manager may directly appoint a new or existing employee who meets the specific selection criteria for the vacant position.

(b) External Advertisement

Where a position is not filled by direct appointment, the General Manager may elect to conduct an external recruitment campaign utilising any advertising mechanisms deemed appropriate for the vacancy (i.e. social media, relevant websites, local newspaper, etc). Advertisements shall include an outline of the position (Position Description); skills required for the role and the closing date for applications.

(c) Management Committee Panel

Should the General Manager have a conflict with any proposed appointment or where deemed appropriate for any other reason, a selection panel appointed by the Management Committee shall undertake the recruitment process.

(d) Labour Hire/Recruitment Consultants

Where deemed appropriate, external recruitment consultants may be used for recruitment purposes. The General Manager shall ensure that the recruitment consultant adheres to Hobart PCYC's recruitment and child protection policies.

The recruitment of any new employee shall be reported to the Management Committee at the first meeting immediately after the appointment.

SCREENING APPLICANTS

Prior to employing a person whose role involves working with people under the age of 18 years, Hobart PCYC shall:

New Applicants

- 1) Interview the person to identify their general suitability for the role and their suitability to work with children.
- 2) Require completion of a Participant Protection Declaration (**see Schedule A**).
- 3) Speak with the person's referees to ascertain any historical occurrences that may be cause for concern in respect to the applicant's suitability to work with children.
- 4) Ascertain whether the person is in possession of a Working with Vulnerable People Registration (WWVP) that has been obtained within the past two years. If so, such WWVP may be accepted.
- 5) In the absence of a WWVP Registration, require any applicant applying or reapplying for any position (whether paid or voluntary) to apply for a WWVP Registration.
- 6) Disallow any applicant applying or reapplying for any position (whether paid or voluntary) to commence until a current WWVP Registration has been provided.

Existing Employees/Volunteers

Hobart PCYC shall keep a record of staff and the expiry date of their Working with Vulnerable People Registrations and require completion of a Participant Protection Declaration (**see Schedule A**).

Steps must be undertaken to ensure that all Working with Vulnerable People Registrations are renewed every two years from the date the check was originally undertaken.

Failure to Provide WWVP Registration

If a Working with Vulnerable People Registration is not provided or there is an indication of a relevant offence, the Hobart PCYC will:

- Provide an opportunity for the person to respond/provide an explanation, and
- Make an assessment as to whether the person may pose a risk to or be unsuitable to work with people under the age of 18 years.
- In the case of an existing employee/volunteer, transfer the person to another role which does not require them to work directly and unsupervised with people under the age of 18 years. If this is not possible, then terminate the appointment.
- In the case of a someone applying for the position/role, not appoint them.

NOTIFICATIONS

At the conclusion of the recruitment process, the General Manager or Management Committee shall notify the successful candidate in writing and provide a written offer of employment and accompanying employment contract.

The letter of offer and contract of employment will confirm the start date, salary (if any), position and the terms and conditions of employment pertaining to the employee.

Once the successful candidate's signed letter of offer has been received, all unsuccessful candidates shall be notified.

If an external recruitment agency has been used, the General Manager will ensure that the agency, has notified the unsuccessful candidates.

The General Manager is responsible for liaising with the Finance Manager and all relevant staff to ensure that the necessary documentation, equipment and access privileges are prepared for the new employee.

PRIVACY

To protect the privacy of any person screened and the confidentiality of any information obtained through the screening process, information collected during screening (such as police records and referee reports) will be returned to the relevant person if that person is not appointed to, or will not remain in, the position. Otherwise, the information will be destroyed with the consent of the person concerned.

5. KEY DEFINITIONS

- **Management Committee** means the Hobart PCYC Management Committee.
- **Child** means a person who has not yet attained the age of 18 years.
- **Child protection** means any responsibility, measure or activity undertaken to safeguard children from harm.
- **Management** means the General Manager or designated staff member.
- **Staff member** means any person, waged or unwaged, who performs a service for, with, or on behalf of the Hobart PCYC and includes office holders, Committee Members, activity leaders, assistants and contractors.
- **WWVP Registration** means registration process provided by the Tasmanian Department of Justice.

6. Legislation and Policy Documents

Legislation

- Anti-Discrimination Act 1998 (Tas)
- Fair Work Act 2009(Cwth)
- Child Protection Act 1974 (Tas)
- Children, Young Persons and Their Families Act 1997 (Tas)
- Registration to Work with Vulnerable People Act 2013 (Tas)
- Youth Justice Act 1997 (Tas)
- Civil Liability Act 2002 (Tas)

Policy Documents

- Hobart PCYC Child Protection Policy
- Hobart PCYC Excursion Policy
- Hobart PCYC Member Protection Policy
- Hobart PCYC Privacy Policy
- Hobart PCYC Safeguarding Children Guidelines

Schedule A:

Participant Protection Declaration

Information

In addition to accepting your offer of employment/volunteer engagement, the Hobart PCYC requires a completed Participant Protection Declaration in order to satisfy our duty of care to all those associated with our operations. This applies to all those who undertake any work, coaching or regular unsupervised contact with people under the age 18 years.

Declaration:

I sincerely declare that:

- I have a current WWVP Registration.
- I do not have any criminal charges pending before the courts.
- I do not have any criminal convictions or findings of guilt for sexual offences, acts of violence, drugs or offences related to children.
- I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body that have alleged sexual misconduct or harassment, acts of violence, other forms of harassment, drugs or child abuse.
- To my knowledge, there is no matter that Hobart PCYC may consider to constitute a risk to its members, employees, volunteers or reputation by engaging me.
- I will notify Hobart PCYC immediately upon becoming aware that any of the matters set out in this declaration have changed.

I have read and understood this declaration and I accept the offer of employment/volunteer engagement with Hobart PCYC on the terms contained in it.

By signing this document, I acknowledge that I have been given sufficient opportunity to seek external advice and that I am entirely satisfied with the content of said document.

Name: _____ (Please print)

Signature: _____ Date: ____ / ____ / ____

Parent/Guardian Consent:

I have read and understood the declaration provided by my child. I confirm and warrant that the contents of the declaration provided by my child are true and correct in every particular.

Name: _____ (Please print)

Signature: _____ Date: ____ / ____ / ____