



## 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 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	<a href="https://synchrowa.org.au">https://synchrowa.org.au</a>  <a href="https://www.artisticswimming.org.au/policies-procedures/safe-sport-framework/">https://www.artisticswimming.org.au/policies-procedures/safe-sport-framework/</a>  <a href="https://www.sportaus.gov.au/integrity_in_sport/child_safe_sport">https://www.sportaus.gov.au/integrity_in_sport/child_safe_sport</a>	
2	Provide all applicants for positions with copies of <a href="#">ASAI Child Safe Sport Commitment Statement</a> prior to an interview.		
3	Conduct at least <a href="#">one face-to-face or video interview</a> and test the candidate's awareness of child protection issues, their beliefs and values and their professional history.	<a href="#">Interview question template</a>	
4	Prior to offer, <a href="#">sight `proof of identity` and `proof of qualification`</a> documents of shortlisted applicants relevant to their suitability to work with Children and Young People.	<a href="https://synchrowa.org.au">https://synchrowa.org.au</a>  <a href="https://www.artisticswimming.org.au/policies-procedures/safe-sport-framework/">https://www.artisticswimming.org.au/policies-procedures/safe-sport-framework/</a>	
5	After acceptance of offer, place `proof of identity` and `proof of qualification` documents of successful candidate <a href="#">in a new employee file</a> .	<a href="https://www.sportaus.gov.au/integrity_in_sport/child_safe_sport">https://www.sportaus.gov.au/integrity_in_sport/child_safe_sport</a>	



	STEP	RESOURCE/FURTHER INFORMATION	COMPLETE?
6	Ensure that any prospective employee has a <a href="#">satisfactory Working with Children Check ("WWCC") (or equivalent)</a> in the appropriate jurisdiction in which they spend the majority of their time	<a href="https://synchrowa.org.au">https://synchrowa.org.au</a>	
7	If prospective employee does not hold a <a href="#">satisfactory WWCC (or equivalent)</a> , ensure that the prospective employee: <ul style="list-style-type: none"> <li>✓ completes an application form prior to commencement; and</li> <li>✓ has a clause in his/her employment agreement that makes their employment contingent on a satisfactory WWCC or equivalent being obtained.</li> </ul>	<a href="https://www.artisticswimming.org.au/policies-procedures/safe-sport-framework/">https://www.artisticswimming.org.au/policies-procedures/safe-sport-framework/</a>	
8	Ensure that all employees and volunteers who may return a <a href="#">negative WWCC (or equivalent)</a> are either <a href="#">terminated immediately or not employed/engaged</a> (as the case may be).	<a href="https://www.artisticswimming.org.au/policies-procedures/safe-sport-framework/">https://www.artisticswimming.org.au/policies-procedures/safe-sport-framework/</a>	
9	Maintain a <a href="#">register of WWCC (or equivalent)</a> records for all employees and/or volunteers employed/engaged. Ensure that this is monitored and updated as necessary.		
10	Undertake a <a href="#">minimum of two reference checks</a> to ensure the applicant's suitability to work in the role for which they have applied to work with Children and Young People.	<a href="#">Staff Screening/Reference Checklist</a>	

Adapted from: Recruitment Steps Checklist