

# YMCA Geelong – Recruitment, Selection & Screening Policy



OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG 107-G	21/11/2021	21/11/2021	APPROVED

## 1. INTRODUCTION

The YMCA is committed to recruiting, selecting and screening Board Members, 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.

## 2. POLICY

### 2.1 Commitment to Safeguarding Children and Young People

YMCA 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.

### 2.2 Recruitment

Managers and supervisors recruiting employees/volunteers will ensure they adopt and implement policy when advertising, interviewing, selecting and appointing applicants.

YMCA Managers/Co-ordinators will monitor the effectiveness of this policy and recommendations for review will be submitted to the Corporate Services team.

### 2.3 Re-instating employees who have ceased (resigned or been deleted from HR compliance /payroll system ) within a 12 month period for the same positions then the following recruitment procedures must occur; Check that Cessation Checklist states that YMCA Geelong would re-employ the candidate, Police Check , WWCCs current one on file, Qualification on file, SCYP online valid date, Policy Updates, Site Induction, Staff and Volunteer Handbook, Check that all personal

and banking details are correct in filing, provide the candidate with a new Letter of Appointment.

## 2.4 Procedures for Recruitment & Selection

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

- 2.4.1 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 CEO.
- 2.4.2 Advertisements will contain phrases referring to YMCA Geelong is committed to safeguarding children & young people.
- 2.4.3 All legislative requirements for recruitment advertising will be observed and particular attention paid to adhering to the YMCA's policies.
- 2.4.4 A selection panel (minimum of 2 people) is required for all positions with senior management positions requiring a panel of 3 people.
- 2.4.5 Reference checks are essential for all employees and will be conducted by the trained YMCA personal.  
Referee check for young people under 18 are modified from our normal Referee. Two referees are still required however one (1) must be either a;  
Teacher/Educator, Sport Coach, Employer, volunteer organisation, school co-ordinator and/or one a personal referee ie: family friend etc
- 2.4.6 When interviewing a person under the age of 18 we invite a parent/guardian to attend the interview. The invitation is require however if the candidate does not wish to have a parent or guardian then we will proceed with the interview under normal procedures minimum of two interviewers present.

### **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 (excluding YMCA Geelong staff) must complete a YMCA Geelong Application Form (available on the website). Interviewers are to ask whether the candidate has ever been a subject of an employer investigation or been charged with a criminal offence involving children, violence, drug dealing or dishonesty. And ask if they have ever worked overseas or interstate.

If the applicant is an existing YMCA Geelong staff member they must apply to the supervisor advertising the position via email or writing with an expression of interest. An informal interview must be conducted.

An informal interview

- i) is to take place for existing YMCA Geelong staff only
- ii) will consist of two trained interviewers,
- iii) one interviewer will be a supervisor of the position advertised,
- iv) should be based around getting to know the staff member and how suitable they are for the position
- v) a full record of the informal interview must be recorded by two people

- 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 applicants short-listed for interview. These should 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. Refer to 2.4.5 for reference to referee checks for under 18 year olds.

A formal reference check with their current supervisor for existing YMCA Geelong staff is expected.

- i) a conversation with staff member's supervisor would be considered courtesy before appointment of a position
- ii) full consideration of current supervisors staffing requirements should be acknowledged before beginning a transition into the new role.

Applicants being considered for appointment are to be asked to provide contact details for three referees (ie: two Professional/ one Personal) who can provide information relating to the applicants suitability to the position and their suitability to work with children. For each referee, a landline number ideally must be provided (for example, a work place) - mobile phone contact numbers only are not considered sufficiently safe for reference checking.

Professional referees:

- Should include a representative of the applicant's current or most recent employer.
- Must have had a direct managerial / supervisory relationship with the applicant so to be capable of commenting knowledgeably in relation to the applicant.

Personal referees are not recommended as primary references, but can be used to gain further information about the applicant. The personal 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 reference checks must involve direct contact with the referee. Written character references are not sufficient unless followed up and verified through direct contact in person or by phone.

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.

A Reference Check Form is to be used to record details of discussions with referees in relation to the suitability of an applicant to meet the requirements of the position and to work with children and young people. The Reference Check Form contains questions that can guide discussions with the referee, but can be adapted as required. The completed Reference Check Form is to be filed in the successful applicant's personnel file along with acknowledgement of reference checks on the *Staff Personnel File Record*.

Reference Checks are completed by

Step 6 A Police Check for the successful applicant is conducted by YMCA Geelong prior to the applicant commencing with YMCA Geelong. A Working with Children Check card (Employee/Volunteer) will be supplied by the applicant on request to verify Identity and proof of a current WWWC. 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.

A young person un 18 years of age is not required to have a Working with Children Check/ NDIS Worker Screening Check or and National Criminal Record History Check refer to YMCA Geelong Criminal Record Check Policy and Working with Children Check for more information on Policy and Procedures.

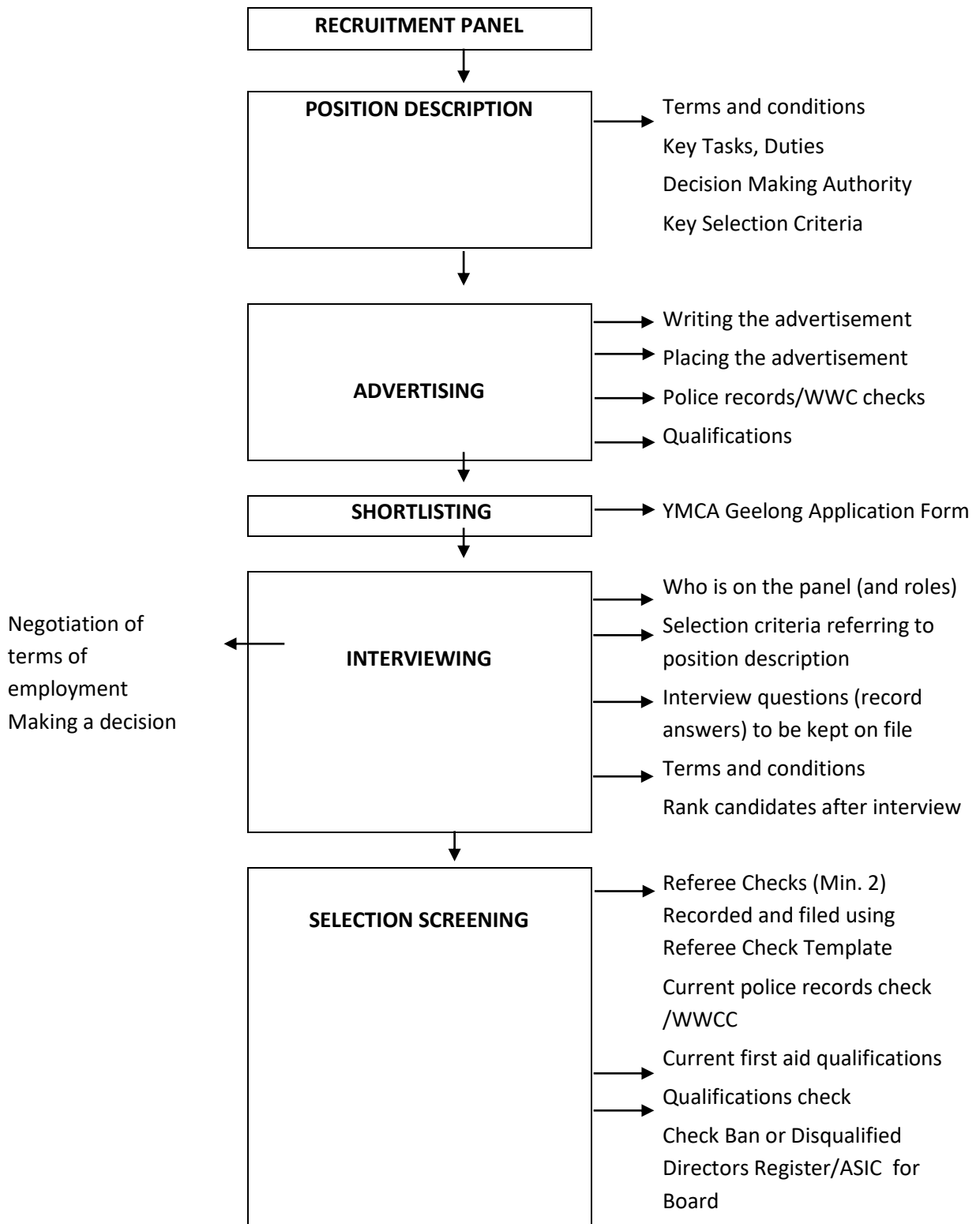
Exclusion from employment findings on a police check may include criminal histories of

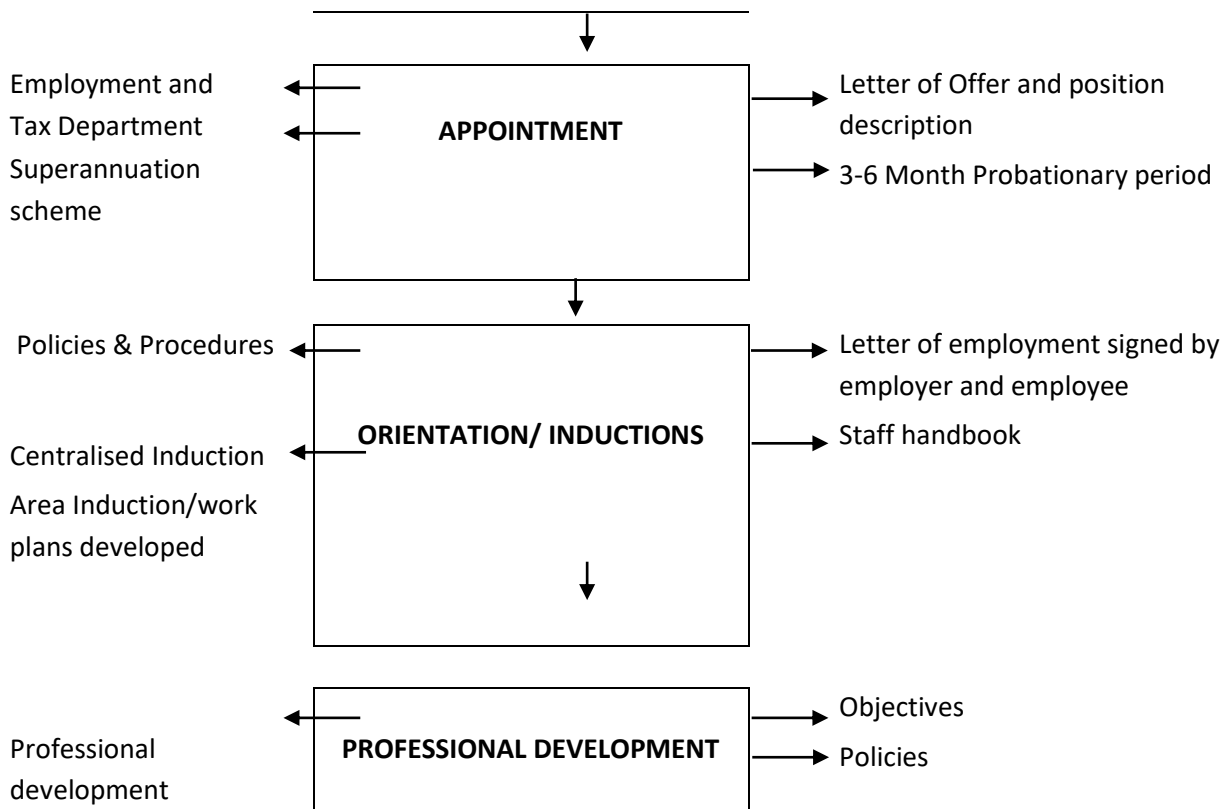
- Child abuse
- Child/adult sexual abuse
- Violence
- Child pornography/internet offences involving children
- An undeclared criminal record of any sort
- Misleading or dishonest information or other areas of concern
- Substance and or alcohol abuse
- Dishonesty/deception/fraudulent activities

**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.





## 2.5 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 three referees, professional or personal where applicable, and preferably last place of employment/volunteering.

## 2.6 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.

## **2.7 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.

## **2.8 Screening Checks - Working With Children' Checks & NDIS Worker Screening Check**

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 prior to commencement of work.

Further information regarding these checks can be obtained from:

Working with Children Check

Department of Justice

Telephone: 1300 652 879

Web: <https://www.service.vic.gov.au/services/working-with-children>

### **NDIS Worker Screening Check scheme**

From 1 February 2021, everyone who works for a Registered NDIS Provider – and some other workers – in 'risk-assessed roles' must have clearance to do so.

If you're under 18 years, contact the Worker Screening Unit at [ndisworkerscreening@justice.vic.gov.au](mailto:ndisworkerscreening@justice.vic.gov.au).

<https://www.service.vic.gov.au/services/national-disability-insurance-scheme>

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.

## **2.9 National Criminal History Record Checks**

In addition to legislated screening schemes, employees will 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.

YMCA Geelong will provide the Consent for Police Record form and process it through CrimCheck.

## **2.10 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.

## **2.11 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.

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.

No applicant is to be offered a position until after completion of their 'National Criminal History record' Check.

## **2.12 Undertaking Reference Checks**

All appointed personnel and Board members are expected to have minimum 2 referee checks completed prior to a formal offer. These are conducted a trained staff member who is not the direct supervisor of the candidate.

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.

### **2.13 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.

YMCA will also check Director disqualification registers, Banned company director and ASIC registers for Board Members Director Identification Number.

### **2.14 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;

***'Safeguarding Children and Young People Requirements-At the Y, we are committed to empowering all Children and Young People to feel safe and be safe, at the Y, in their families and in their communities. As such, we ensure that all of our candidates are appropriately screened (including police checks) to make sure that the right people are in the right roles. To learn more about our screening processes, click here to view our Safeguarding Children and Young People Policy: [Safeguarding Resources : YMCA - Empowering young people](#)'*** and all applicants will be obliged to comply with all safeguarding policy and procedures and safe behaviours.

## 2.15 Responsibilities of a Children's Services Approved Provider

As an approved provider of Children's Services, the YMCA Geelong is responsible for appointing nominated supervisors and/or persons in day-to-day charge that are: aged 18 years or older, fit and proper and have suitable skills.

The recruitment and selection of a Children's Service Supervisor under the children's services regulations need to have the Letter of Appointment approved by the CEO (Approved Provider). Refer to clause 8.3.1 of the National Quality Framework

Nominated Supervisors and persons in day to day charge must undertake child protection training as required within the State of Victoria.

## 3. DEFINITIONS

WWCC - Working with Children Check

NDIS- National Disability Insurance Scheme

## 4. 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.

## 5. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Staff / Volunteers	Understand the Policy requirements
People and Culture 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.

## 6. 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 People and Culture Director to ensure employees/volunteers undertake the prescribed training and Policies are signed off by all staff volunteers.

A register will be maintained by the People and Culture Director and reports will be issued.

Periodic external/ internal checks will be conducted by the People and Culture Director to validation the status of Working with Children Checks, Qualifications, Licenses etc.

Reports are provided to the site managers to follow up with their staff to ensure all required standards are met.

## **2 SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)**

- Mandatory and Reportable Conduct Scheme Reporting -Abuse or Allegations Policy)
- Code of Conduct
- Positive Behaviour Guidance Policy
- Membership, Enrolments and Facility Hire Policy
- Roles and Responsibilities of Board Directors Roles and Responsibilities of CEOs/Managers
- Roles and Responsibilities of Staff/Volunteers
- YMCA Geelong Interview Questions Template
- YMCA Geelong Referee Check Template
- Children's Service Act 2009
- Education and Care Services Regulations 2011

Approved by: YMCA Geelong Board

Meeting number and date: 29/04/2014 & 23/02/2016, 30/04/2019, 09/12/2019

Effective date: 23/02/2016,30/04/2019, 10/12/2019

Reviewed: 14/03/2017, 28/03/2019, 12/11/2019

Next review: 09/12/2022

Policy Owner: Chief Executive Officer

Contact Details policy owner: Ph: 5221 8344 E: geelong@ymca.org.au

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.
V2	08/02/2016	Shona Eland	Updated Clause 3.6 Crimtrac Clause 3.7 added International Police Record Checks Clause 3.10 ASIC register checks for Board members Clause 7. Periodic checks
V3	24/01/2017	Rebecca Johnson	Updated clause 2.6 National Criminal History Record Checks to include link to different State/Territory requirements
V4	07/03/2017	Rebecca Johnson	Updated to include section 2.12 Responsibilities of a Children's Services Approved Provider
V5	28/03/2019	Chris Mawson, Shona Eland	Combined YG 107 Recruitment and Screening Policy with YG 135 Recruitment and Selection Policy into one policy Insert Clause 2.2-2.4 Recruitment and Selection
V6	07/11/2019	Adele Andrew	<b>Change Clause</b> 2 .Step 3 From staff and Volunteer to excluding YMCA Geelong staff  <b>Added to Clause 2</b> Step 3 If the applicant is an existing YMCA Geelong staff member they must apply to the supervisor advertising the position via email or writing with an expression of interest. An informal interview must be conducted. An informal interview i) is to take place for existing YMCA Geelong staff only ii) will consist of two trained interviewers,

			<p>iii) one interviewer will be a supervisor of the position advertised,</p> <p>iv) should based around getting to know the staff member and how suitable they are for the position</p> <p>v) a full record of the informal interview must be recorded by two people</p> <p>Step 5</p> <p>i) A formal reference check with their current supervisor for existing YMCA Geelong staff is expected a conversation with staff member's supervisor would be considered courtesy before appointment of a position</p> <p>ii) full consideration of current supervisors staffing requirements should be acknowledged before beginning a transition into the new role.</p>
V7	21/11/2021	Adele Andrew	<p>Update clause 2.8 to include NDIS Worker Screening Check</p> <p>Clause 2.13 Included director Identification Number</p> <p>Clause 2.14 – Y Safeguarding new clause</p> <p>Step 6 included clause on under 18 year old</p>

As adopted by Board of YMCA Geelong on 21/11.2021



Chief Executive Officer YMCA Geelong Inc.

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# Y Geelong Recruitment and Contractor Risk Matrix and Risk Assessment

## Safeguarding Children and Young People



Y Geelong will utilise this template to implement National Principle 5 for Child Safe Organisations, “People Working with Children and Young People are suitable and supported”, and YMCA Safeguarding Licensing Standard 2.12. Y People are encouraged to complete the following template to identify key controls to reduce risks to Children and Young People in relation to exposure to third parties (Contractors\* in this instance- labour hire/emergency contracted staff/ agency staff/relief personal/gymnastics victoria/australia – site visits/mentoring/coaching, maintenance and repairs, facilities management services). This template is not used for employees/volunteers or field placement students.

If you would like support in applying the matrix or require further information, please contact the Y Geelong Safeguarding Lead E [hr.geelong@ymca.org.au](mailto:hr.geelong@ymca.org.au) on

### Step 1: Identifying Contractor Risk Ratings

Access	Contact	Supervision	Risk Rating
Contractors* <b>with access</b> to where CYP are likely to be- who will have	<b>regular face-to-face or online contact</b> with children and young people and are under	<b>constant</b> supervision:	Moderate
		<b>occasional or line-of-sight</b> supervision:	High
		<b>no</b> supervision:	High
	<b>infrequent, incidental face-to-face or online contact</b> with CYP and are under	<b>constant</b> supervision:	Low
		<b>occasional or line-of-sight</b> supervision:	Moderate
		<b>no</b> supervision:	High
	<b>no contact</b> with CYP and are under	<b>constant</b> supervision:	Low
		<b>occasional or line-of-sight</b> supervision:	Low
		<b>no</b> supervision:	Moderate
Contractors with <b>no access</b> to where CYP are likely to be, regardless of level of supervision.			Low

**Step 2: Identifying Minimum Safeguarding Precautions**

Precautions				
Risk Rating	Risk Assessment	Working with Children Check or equivalent	Police Check	Induction Documents
High	Yes. Including the implementation of appropriate controls/ treatments.  <i>It is best practice to undertake a risk assessment for all contractors.</i>	Yes	No	All contractors are required to provide acknowledgement of receipt for the following documents:  <ul style="list-style-type: none"> <li>• Conditions of Entry</li> <li>• Code of Conduct</li> <li>• SCYP Commitment Statement.</li> </ul>
Moderate		Yes	No, unless YMCA is not permitted by law to request a WWCC	
Low		No	No	



**Step 3: Identifying Safeguarding Treatments**

**Use the following template to record any further treatments implemented in addition to those selected above.**

Date:	Select Date	YMCA:	Select YMCA
		Location:	[Insert Location Here]

Contractor / Y Person's Name:		Email:
Phone Number:		

Completed by:		Position:
Phone Number:		Email:

Risk Rating identified using the Matrix above:	Select Rating here
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Proposed Treatments: (Actions that you'll take to reduce the risk level)	
(For example, undertaking maintenance works outside of hours- ifsupervision is not possible)	?
?	?
?	?

Residual Risk Rating (Risk Rating after these controls are introduced):	Select Rating here
Is the Residual Risk Rating acceptable?Select Yes/No	Approved by: [Name and Title]

## Definitions

<b>Contractor</b>	
Any independent third party engaged by the Member Y Association to undertake a task for compensation.	
<b>Risk</b>	
In this instance, risk includes all risks associated with the exposure of children and young people to contractors as third parties.	
<b>Controls</b>	
Systems and actions already available to reduce the likelihood or consequences of risk to children and young people.	
<b>Treatments</b>	
New and systems to reduce the likelihood or consequences of risk to children and young people.	
<b>Regular contact</b>	
For example, the contractor undertakes their work in a room with children and young people.	
<b>Infrequent/ incidental contact</b>	
For example, the contractor must walk through spaces with children or young people to commence their work.	
<b>No contact</b>	
The contractor undertakes work in isolated spaces at isolated times- ie no children or young people are present.	
<b>Constant Supervision</b>	
The contractor is accompanied by staff at all times.	
<b>Occasional Supervision</b>	
Staff check in with the contractor every 20-30 Minutes.	
<b>Line-of-Sight Supervision</b>	
Staff can see the contractor at all times.	
<b>No Supervision</b>	
The contractor is unaccompanied by staff at all times.	
<b>Direct face-to-face program contact</b>	Third party is providing services to children/ young people as part of their job or activity and has contact and/ or supervision responsibilities for them.
<b>Centre/ service access</b>	Third party accesses the centre/ service on an ongoing basis for an extended period of time (regular) versus an ad hoc or one-off basis (non-regular).
<b>Staff supervision</b>	<b>Constant supervision</b> means that a staff member is allocated to supervising that particular event or activity (e.g. Rockclimbing, birthday party). <b>Occasional supervision</b> means that a staff member will 'check-in' periodically. <b>No supervision</b> means that the facility may be hired out of hours when staff members are not present.
<b>Exposure Rating</b>	The risk the third party presents given the type of interaction with children and young people, duration of access to the centre/ service and level of supervision by staff.

<b>Line of sight</b>	Staff are able to directly see the third party person or group the entire time that the third party is present at the centre/ service.
<b>WWCC</b>	Working with Children Check/ Equivalent. Legally required by any person working in Child-related work ('a specific, child-related role or face-to-face contact with children in a child-related sector'). To be validated by Human Resources.
<b>National Police Check (NPC)</b>	A criminal history check, which may not be legally required but requested as part of the screening process as a result of a risk assessment.
<b>Conditions of Entry</b>	Each centre or service's conditions of entry applicable to people who enter or use a centre/ service including safety and behavioural guidelines and expectations. Third parties must agree to abide by the Conditions of Entry.
<b>Code of Conduct</b>	The relevant Code of Conduct document must be read, understood and acknowledged by the third party.

## Volunteer Induction Matrix

To support the implementation of the Safeguarding Children and Young People Policy and Licensing Standards, the below matrix can be used to identify the various induction requirements required for volunteers at the Y. It should be noted that this Matrix does not constitute legal advice within each state and territory and is intended to be used as a guide only.

(Member Ys must ensure that they are aware of legislative requirements within their State/s and/ or Territory/ies as these requirements supersede the Matrix's minimum requirements.)

Additionally, it is prudent to consider the level of responsibility of each volunteer and whether it would be more appropriate for them to be further vetted to demonstrate a safe culture within your Y.

### Using the Matrix

1. Click on the Volunteer Matrix Tab at the bottom of the screen.
  - a. Select the frequency of access to children and young people for the individual candidate.
  - b. Select the level of supervision of the individual candidate.These will indicate the rating of the individual candidate with an **X**.
2. Click on the Onboarding Requirements Tab at the bottom of the screen.
  - a. Note the requirements under each heading that apply to the individual candidate.

## The Matrix

It is also important for Member Ys to understand that- due to the variety of roles and frequencies of our volunteers nationally - each volunteer must be considered individually within the Matrix.

Frequent (15 days per month and above)					e.g. Board Members
Regular (4-15 Days per month)				e.g. Sport Referees	
Periodic (1-3 days per month)	e.g. Parents and Caregivers Group Members				
Sporadic (1 day per month or less)	e.g. Parents reading to their Child's OSCH Group				
No access to children and young people	e.g. Op Shop Volunteers (supervised by Y Employees)				
	Complete Supervision	Line of Sight (but not earshot)	Periodic Check ins (once per hour)	Infrequent Check Ins (Less than once per hour)	No Supervision

Note: If you believe that the minimum requirements within the Matrix are not proportionate for the individual Volunteer role, it is the Member Y's responsibility to either:

- Increase the requirements to **meet legislative requirements in your State/s and/or Territory/ies**

or

- Increase supervision to reduce the rating.

Volunteer Matrix Template is an excel spreadsheet that can be used to complete a risk assessment for volunteer positions template is saved Extranet\Documents\HR\Internal\VOLUNTEER

Volunteer Matrix								
Select frequency of access to CYP below	Select level of supervision below	The Rating of your Volunteer will appear in the Matrix below						
Sporadic (1 day per month or less)	Periodic Check ins (once per hour)	Access to CYP	Fre	Yellow	Yellow	Red	Red	Red
			Reg	Yellow	Yellow	Yellow	Red	Red
			Per	Yellow	Yellow	Yellow	Red	Red
			Spo	Green	Yellow	X	Yellow	Red
			Nil	Green	Green	Green	Yellow	Yellow
			Com	LOS	Per	Inf	Nil	
Supervision								

	Safeguarding Role Advertisement Content	Mandatory Safeguarding Interview Questions	Mandatory Safeguarding Reference Questions	Working with Children Check (or equivalent)	WWCC Risk Management (RM) Strategy	National Police Check	International Police Check (IPC)	Police Check RM Strategy	Identification	National Safeguarding Policy	Member Y Safeguarding Procedure (or equivalent)	Safe Behaviours (and Member Y Code of Conduct)	Feel Safe, Be Safe Training
Rating													
Red	Yes	Yes	Yes	Yes (if permitted under Law)	Yes -if •Outcome is delayed or •Candidate is ineligible to apply (i.e. if they are too young)	Yes (if permitted under Law)	Yes	Yes	100 Points of ID (including Photo ID)	All Y People- including all volunteers- must be given a copy of (or link to) the National Safeguarding Policy.  (Member Ys must also ensure they are given time to ask questions as well as support to understand their responsibilities under this Policy)	Yes	All Y People- including all volunteers- must be given a copy of (or link to) the Safe Behaviours.  (Member Ys must also ensure they are given time to ask questions as well as support to understand their responsibilities under this Policy)	Full Suite As tailored to their service line and state and/or territory (unless they require/prefer the Supported Delivery Module)
Orange		Yes	Yes	Yes (if permitted under Law)	Yes -if •Outcome is delayed or •Candidate is ineligible to apply (i.e. if they are too young)	Yes (if permitted under Law)	Yes	Yes	100 Points of ID (including Photo ID)		Yes		Full Suite As tailored to their service line and state and/or territory (unless they require/prefer the Supported Delivery Module)
Yellow		No	No	No - Noting supervision is required	No - Noting supervision is required	No	No	No	No	Photo I.D.	↓	Yes (Or an equivalent document that informs them of: •who at the Y they must talk to about concerns; and •who they must report to under law.)	↓

Green	↓	No	No	No - Noting supervision is required	No - Noting supervision is required	No	No	No	Photo I.D.	↓	Yes (Or an equivalent document that informs them of: •who at the Y they must talk to about concerns; and •who they must report to under law.)	↓	Conditions of Entry only
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