INSERT CLUB NAME AND LOGO

The compulsory National Child Safe Standards require (INSERT CLUB NAME) to undertake certain steps when recruiting employees (whether full-time, part-time, or casual), contractors and volunteers (collectively, “candidate(s)”). This document helps in summarising those requirements.

**Recruitment and Selection Checklist**

|  |  |
| --- | --- |
| Name of Applicant |  |
| Position applied for |  |
| Has ‘proof of identity’ and ‘proof of qualification’ documents been sighted and checked?  Detail the documents/qualifications sighted and by whom |  |
| Is the position classified as a Child Related Position? |  |
| Has the applicant provided their Working with Children Check (WWCC)?  If no, a WWCC will need to be provided prior to the person starting in the role if successful |  |
| WWCC issue date |  |
| WWCC reference no. |  |
| WWCC expiry date |  |
| Date of applicant interview |  |
| Name and position/title of Interviewer(s) |  |

The following questions should be asked in the interview with the applicant:

* Tell us about your beliefs and values in relation to working with children.
* Tell us about your awareness and understanding of child protection.
* Tell us about your professional experience, competencies, and qualifications in relation to working with children.
* What boundaries are important when working with children?
* Have you ever had any complaints made against you in relation to you working with children?
* Have you ever had any disciplinary action taken against you in relation to you working with children?

|  |  |
| --- | --- |
| Did the interview questions raise any issues/concerns regarding  their appropriateness to work with children?  If yes, outline reason |  |
| Was this person identified as suitable for the role?  Outline reasons |  |
|  | **If the person was identified as a suitable candidate, proceed to checking their referees. If the person was not identified as suitable, notify the applicant.** |
| Name of person contacting referees |  |
| Name, contact details, and relationship to applicant of first referee |  |
| Were any issues identified from interviewing the referee regarding their appropriateness to work with children?  If so, outline detail |  |
| Name, contact details, and relationship to applicant of second referee |  |
| Were any issues identified from interviewing the referee regarding their appropriateness to work with children?  If so, outline detail |  |
| Name, contact details, and relationship to applicant of third referee (optional) |  |
| Were any issues identified from interviewing the referee regarding their appropriateness to work with children?  If so, outline detail |  |
| Did the feedback from the referees support the applicant’s suitability for the role? Provide details |  |
| Recommendation of the interview panel |  |

If the applicant is deemed suitable for the role:

- notify the applicant that they have been successful

- send a letter of offer confirming the start date, remuneration (if applicable), and induction details in writing If the applicant is not successful, notify them in writing.

Keep a record of written communication with both successful and unsuccessful applicants in alignment with organisation record keeping policy.