



# CHILD SAFE RECRUITMENT POLICY

## 1. PURPOSE

This policy is intended to assist the Yarraville Seddon Eagles in ensuring all incoming Yarraville Seddon Eagles staff and volunteers 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 Yarraville Seddon Eagles culture. Further, it is intended to give Yarraville Seddon Eagles staff guidelines by which to make the right decisions during the hiring process.

## 2. EQUAL OPPORTUNITY AND DISCRIMINATION

- 2.1 The Yarraville Seddon Eagles 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 staff 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.
- 2.3 The Yarraville Seddon Eagles will not terminate the employment or role of an employee or volunteer on the basis of these characteristics.

## 3. APPLICANT SCREENING

- 3.1 It is the responsibility of the Yarraville Seddon Eagles to conduct adequate background checks on applicants under consideration for a position with the Yarraville Seddon Eagles. 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. Yarraville Seddon Eagles staff will contact these referees to ensure the suitability of the applicant to our organisation.
- 3.3 Prior to commencing employment with the Yarraville Seddon Eagles, the successful applicant must attain a valid Working With Children Check. The Yarraville Seddon Eagles may offer a position to an applicant prior to the WWC being attained, on the condition that the applicant gains one before commencing work.
- 3.4 Working With Children Checks must be uploaded and verified via Everproof and sighted by a current Yarraville Seddon Eagles staff member to meet the requirements.
- 3.5 In addition to these regulated checks, the Yarraville Seddon Eagles staff 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 The Yarraville Seddon Eagles 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 The Yarraville Seddon Eagles 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.