



Member Screening Guidelines

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Introduction

Following a guideline to screen volunteers is vital to ensure your organisation is taking appropriate steps to keep children and your members safe. An important part of this process is to frequently state your organisation's commitment to member protection and child safeguarding. This can act as a deterrent for unsuitable people.

Netball WA is committed to educating our Clubs, Associations and Regions to ensure they have the knowledge and tools necessary to appropriately screen their members and ensure they get the right people for their organisation.

In-line with the [Netball Australia Member Protection Policy](#), the following document contains a number of screening measures Clubs, Associations and Regions can employ to safeguard their members.

This document was created in collaboration with the WA Sports Federation (WASF) through their Safe Clubs 4 Kids Initiative. This Initiative exists as the child safeguarding component of the Fair Safe Sport Project delivered by WASF, in partnership with the Department of Sport and Recreation, the Working with Children Screening Unit, the WA Police – Child Abuse Squad and Surf Life Saving WA.

Safe Clubs for Kids advocates for 4 considerations to develop a proactive approach to creating and maintaining a safe environment for children and young people. The second consideration 'Get the right people' forms the basis for Netball WA's Member Screening Guidelines.

While Netball WA recommends the following document as a guideline for best practice screening of all volunteers, please note that Western Australian legislation requires anyone involved in paid or unpaid 'child-related' work to obtain a Working with Children (WWC) Check. WWC legislation is explained in further detail in Criminal Record Checks on pages 5 & 6.

Please note: all underlined text is hyperlinked to the corresponding document or webpage and included in Resources on page 9.

Recommended Screening Steps

When recruiting volunteers it is important to balance ease of volunteering with a responsible recruitment process to safeguard your members and ensure you get the right people for each position. This will work to encourage a safe and positive experience for all.

Recruitment and Selection

This process can involve developing volunteer position descriptions, conducting interviews and completing credential checks.

Position Descriptions

Netball WA has developed a number of template positions descriptions, which can be tailored to suit the volunteer positions in your Club, Association or Region. Alternatively, you can use the template outline to create your own specific position descriptions. If you require assistance in identifying the appropriate criminal record checks, please contact Netball WA Member Services Coordinator – Education, Lara Middleton at lara.middleton@netballwa.com.au

- [Example Position Descriptions](#)

Interviews

Conducting an interview will give you a better understanding of an applicant's personality and their knowledge of the role. Asking questions as to why they are applying and why they want to work with children (if applicable) can provide you with an opportunity to see if they would be a 'good fit' for your organisation. Asking these questions can provide the potential for inappropriate responses, which you need to be aware of during the interview. An interview does not need to be formal and can be conducted over the phone.

- [Example Interview Template](#)

Credential checks

Completing a credential check will ensure the applicant has the appropriate skills and qualifications (if necessary). Positions that require a qualification should have the original documents sighted and copies kept where appropriate. Umpiring, Coaching & Bench Official accreditations can be checked through MyNetball or by contacting [Netball WA's Game Development Unit](#).

Reference Checks

Seeking a reference check will assist with determining a person's suitability for the role. Requesting to call at least two referees from the person's most recent sporting club or employer will assist you in getting to know more about the person's history.

If the role involves working with children, feel confident to ask each referee directly whether they believe the applicant is appropriate to work with children. By asking this question, you are ensuring that your organisation is consistently stating your commitment to child safeguarding.

- [Example Reference Check Form](#)

Criminal Record Checks

Asking for a criminal record check can work to lessen the risks associated with certain positions. These risks can include positions that work with vulnerable people, have financial responsibilities, control sensitive information and involve relationships of trust. Criminal record checks include Working with Children Checks, Volunteer National Police Certificates and National Police Certificates.

Under the Working with Children (Criminal Record Checking) Act 2004 those people whose usual duties of work involve (or are likely to involve) contact with a child (under 18) are required to have a WWC Check. In cases where an [exemption applies](#) or a position may not have contact with children but is a position of responsibility, Netball WA recommends asking for either a Volunteer National Police Certificate (VNPC) or National Police Certificate (NPC) as a best practice procedure for screening volunteers.

Examples of positions that may require a criminal record check include:

- Coaches
- Team Managers
- Umpires
- Administrators/Secretaries/Treasurers
- Board/Committee Members

In addition to any other positions your organisation may deem necessary to undergo criminal screening.

1. Working with Children Check

Applying for a Working with Children Check:

- Obtain and complete a WWC check form accessible from Australia Post outlets
- Have your Authorised Representative sign the WWC Check form
- Show 100 points of identification and lodge the WWC Check form at an Australia Post outlet (on receipt certain applicants may engage in child-related work)
- Costs \$83 for paid and self-employed people*
- Costs \$11 for volunteers*
- WWC Check [renewals](#)

*Accurate as at 1 February 2017

Outcomes of an application:

- A person is issued with a WWC Card, which allows them to engage in child related work in WA. Record Card information in your [record keeping spreadsheet](#);
- A person is issued with an [Interim Negative Notice or Negative Notice](#), in which case an organisation must take the appropriate steps to remove the individual immediately from child related work. It is good practice to follow this with a confidential letter explaining to the individual why they have been removed from their position.
- It is important to remember that if a person has withdrawn their WWC application they cannot commence child related work.

What to do if an individual already has a WWC card:

If a person who is engaged in child-related work with your organisation already holds a WWC Card organisations should:

- Sight and take a copy of the card and [record the details](#) in your record keeping spreadsheet.
- [Validate](#) the card and [Register](#) the individual with your organisation through the [WWC website](#). This notifies the WWC Screening Unit that the cardholder is engaged in child-related work for your organisation and allows the WWC Screening Unit to update your organisation in the future if there is a change in the cardholder's status.

2. Volunteer National Police Certificate

A Volunteer National Police Certificate (VNPC) lists an individual's criminal and WA traffic court outcomes and pending charges that are deemed disclosable at the time of application. Organisations must have an ABN and be registered with the Department of Local Government and Communities to use this service. To register please [click here](#).

Applying for a VNPC*:

- Obtain and complete a VNPC form provided by your organisation
- Proof of identification is required
- Costs \$14.90
- Takes around 15 working days for the organisation to receive the VNPC, depending on postage times. The certificate is the property of the volunteer.

*Accurate as at 1 February 2017

If you do not have an ABN, please contact Netball WA Member Services Coordinator – Education, Lara Middleton at lara.middleton@netballwa.com.au for more information.

3. National Police Certificate

The National Police Certificate (NPC) lists an individual's criminal and WA traffic court outcomes and pending charges that are deemed disclosable at the time of application.

Applying for a NPC*:

- Complete and lodge a NPC application at an Australia Post outlet, or online.
- Show 100 points of identification
- Costs \$52.60
- Takes around 15 days to process

*Accurate as at 1 February 2017

Include all criminal record results (including those for individuals who are [exempt](#)) in your organisation's [record keeping spreadsheet](#). Make sure the spreadsheet is kept in a secure, confidential location and validated every 3 months.



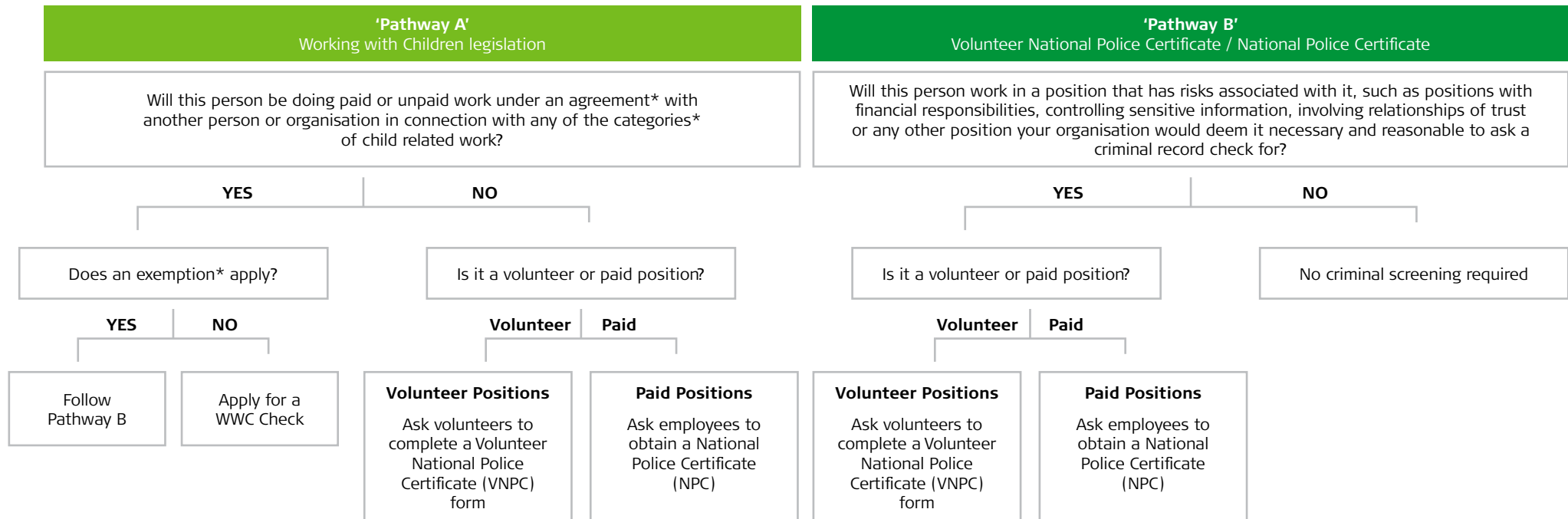
CRIMINAL RECORD CHECKS

Criminal record checking is an important part of a screening procedure and an integral part of all affiliated organisations' commitment to Netball Australia's Member Protection Policy. The below diagram expands Section 3: Criminal Record Checks from page 5 & 6 of Netball WA's Member Screening Procedure, and shows the different criminal record checks organisations may utilise.

Examples of positions that may require a criminal record check include: **Coaches, Team Managers, Umpires, Administrators/Secretaries, Board/Committee Members.**

Once a screening procedure has been followed, a decision needs to be made about whether the person is suitable for the role and advise the person in writing if they are being offered the position or not. Please refer to Section 6: Appointment and Induction of Netball WA's Member Screening Procedure for further information, making sure you follow any policies and procedures your organisation may have in place when making this decision.

In this role will the usual duties or work involve, or be likely to involve, contact* with children?
See examples of positions that may require a criminal record check on page 5 of NWA's Member Screening Procedure



Record all criminal screening outcomes in a spreadsheet in a confidential place. (For further information about criminal record checks, see page 5-6)

* Contact – Contact is defined as any form of physical contact, oral communication, whether face-to-face, by telephone or otherwise or electronic communication. However it does not include contact in the normal course of duties between an employer and an employee or between employees of the same employer. * Agreement – An agreement (written or unwritten) by a person with another person or organisation, to engage in child related work either for payment or on a voluntary basis. *Categories - There are 18 categories of "child-related work" in the WWC Act. A person is only in child-related work if their usual duties involve or are likely involve contact with a child in connection with at least one of these categories and an exemption does not apply. .

*Exemptions -refer to the WWC website, factsheet 2 - workingwithchildren.wa.gov.au/docs/default-source/default-document-library/factsheet-2-child-related-work-and-exemptions-2015.pdf. Information is accurate as at June 2016

Respond to a person with a criminal record check and /or feedback of broader concern

Part of member screening is responding appropriately if concerns about an individual are raised. Should a situation arise in regards to a criminal record check and/or feedback of broader concern, it is crucial that this information is handled in a confidential manner and that the individual is given a chance to address the situation.

Examples of situations that can occur when following the screening process may include, but are not limited to:

- A reference check that raises a concern;
- An interview response that doesn't seem appropriate;
- A criminal record that would make the applicant unsuitable for the role they have applied for;
- A concern is raised, such as inappropriate behaviour;
- A WWC Interim Negative Notice or Negative Notice is issued (which **immediately prohibits** the person from all child-related work).

A judgement must be made based upon all screening measures employed to date about whether the applicant is a good fit for your organisation. Any notifications of unsuitability for the role must be submitted in writing. Your organisation can endeavour to offer an alternative volunteer position, if possible.

The organisation must seek to return all the information collected as part of the screening process to the relevant person if he or she is not appointed to the position. Alternatively, all records should be destroyed within 28 days of the date of the decision or expiry of any appeal period unless, within that time, the person requests the documents be returned to him or her.

Please note: that according to the [WWC Screening Unit](#), Netball Australia's Member Protection Policy and WA legislation, an individual must be removed from child related work immediately if issued with an Interim Negative Notice or Negative Notice. The Netball WA COO must also be notified of the situation as soon as possible. Any action taken as a result of the issue of an Interim Negative Notice or Negative Notice should be based upon information issued by the WWC Screening Unit.

- [Actioning an Interim Negative Notice or Negative Notice](#)

Please [click here](#) for guidelines on responding and reporting to a disclosure or suspicion of child abuse.

Appointment and Induction

An induction welcomes new people to your organisation and provides them with information about their duties and how to fulfil them. An induction should only occur after the above steps have been completed and the applicant is found to be a good fit for your organisation.

Appointment

- Advise the applicant in writing that they are being offered a position.
- Should the volunteer be required to work with children under the age of 18, obtain a signed copy of the Member Protection Declaration before officially accepting the volunteer. If they cannot or do not sign this document, they should not be appointed.
- [Netball WA's Member Protection Declaration](#)

Induction

Developing an induction kit will help to ensure that important information is covered. Below are examples of documents your organisation can include in an induction kit:

- [Example Induction Checklist](#)
- [National Codes of Behaviour](#)
- [Example Procedure for Reimbursement Template](#)

Provide ongoing support, training and supervision

While following all steps in these screening guidelines will help your organisation to safeguard your members, it cannot guarantee that your volunteers are the right people for the job. Therefore, providing ongoing training and supervision plays an important role in member protection as it helps you to keep track of a person's attitude, actions, practices and their ability to effectively perform their role. For more information on policies and guidelines for your Club, please visit the Play by the Rules [Club Toolkit](#).

Effective support and supervision will assist volunteers to enjoy their role and is likely to expose any behaviours of concern, which need to be addressed. Conducting regular performance appraisals can assist in this process.

- [Example Performance Appraisal Form](#)

Engaging children in the training process and giving them a voice in your organisation can also contribute to making them feel safe. For further information about how to create a child safe environment, please visit:

- [Safe Clubs 4 Kids \(SC4K's\) Videos](#)

Responsible organisations use a combination of techniques and risk management strategies, such as these screening guidelines, to safeguard their members. For further information to assist your Club, Association or Region to ensure the right people are working and volunteering with you, please visit Resources.

Resources

Webpages

- [Safe Clubs 4 Kids \(SC4K's\)](#)
- [Working with Children Check – Western Australia](#)
- [Volunteer National Police Certificate](#)
- [Volunteer National Police Certificate Frequently Asked Questions](#)
- [National Police Certificate](#)
- [National Police Certificate Frequently Asked Questions](#)
- [Office of the Children's eSafety Commissioner](#)
- [Play by the Rules: Child Protection](#)

Documents

- [Factsheet 18: WWC Checks in the Sports and Recreation Sector](#)
- [Netball Australia Member Protection Policy](#)
- [Example Position Descriptions](#)
- [Example Interview Template](#)
- [Example Reference Check Form](#)
- [Criminal Record Checks Flowchart](#)
- [Record Keeping Spreadsheet](#)
- [Guidelines on responding and reporting to a disclosure or suspicion of child abuse](#)
- [Netball WA's Member Protection Declaration](#)
- [Example Induction Checklist](#)
- [National Codes of Behaviour](#)
- [Example Procedure for Reimbursement Template](#)
- [Example Performance Appraisal Form](#)
- [Factsheet 2: Child-Related Work and Exemptions](#)



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