**Attachment C1:**

**EMPLOYMENT SCREENING REQUIREMENTS**

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This attachment explains the process we will use to screen the people associated with our organisation who work, coach or have regular unsupervised contact with children and young people under the age of 18. We require our state associations and clubs to do the same.

1. We will identify all positions where people work, coach or have regular unsupervised contact with children and young people under the age of 18.

2. Before a person is offered such a position, we will ask him or her to complete a Member Protection Declaration *(“*MPD”) (see Attachment C2).

3. If a person is unable to provide a MPD, or if he or she cannot satisfactorily answer the questions in the MPD, we will ask for an explanation. We will then make an assessment about the person’s suitability to work with children and young people. If we are not fully satisfied, we will not appoint him or her to the position.

4. Where possible, we will check a person’s referees (verbal or written) about his or her suitability for the position.

5. We will ask each person to sign a consent form for a national police check and explain why our policy requires a check to be undertaken.

6. If a person does not agree to a national police check, we will make an assessment about his or her suitability to work with children and young people.

7. If the national police check indicates that a “relevant offence” has been recorded, wewill ask the person to provide an explanation. We will then make an assessment about the person’s suitability to work with children and young people. If we are not fully satisfied, we will not appoint him or her to the position.

1. If it is not practical to complete the national police check prior to the person starting in the position, we will complete the check as soon as possible. We will act immediately if the results of the check highlight any issues of concern.

9. We will protect the privacy of each person who undertakes the screening process and keep all information we obtain strictly confidential.

10. We will return all the information collected as part of the screening process (e.g. completed MPD forms, national police checks and referee reports) to the relevant person if he or she is not appointed to the position. Alternatively, all records will be destroyed within 28 days of the date of the decision or the expiry of any appeal period unless, within that time, the person requests the documents to be returned to him or her. The records of all people appointed to our organisation will be kept on file in a secure location.