
	Management Area: People & Safety	Version No: 7.0
	Category of Policy: Management Approved	Pages: 15 Approval Date: 28 February 2023 Policy Approver: CEO
Policy Title: Recruitment and Screening Policy & Procedure		Author: Head of People & Safety

YMCA SOUTH AUSTRALIA

Recruitment and Screening Policy & Procedure

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1. Purpose

The purpose of this document is to detail the recruitment, selection, screening and induction process at YMCA South Australia.

2. Scope

2.1 This policy applies to any person who carries out work in any capacity for the Young Men's Christian Association of South Australia Inc. or YMCA South Australia Youth and Family Services Inc. (collectively, 'YMCA South Australia'), including its:

- (a) board directors and board committee members;
- (b) employees (whether casual, permanent, fixed-term, or temporary); and
- (c) volunteers, contractors, or consultants (collectively, 'workers').

3. Policy Access

This, and all other policies/policies relating to safeguarding children and young people, are accessible through YMCA South Australia's website <https://www.sa.ymca.org.au>

4.


5. Policy Statement

5.1 YMCA South Australia is committed to attracting, retaining and developing highly competent workers. This policy is designed to:

- (a) attract and retain the best quality talent;
- (b) offer development opportunities to existing workers;
- (c) have a transparent and inclusive recruitment process that is procedurally fair;
- (d) promote diversity and gender equality and avoid potential conflicts of interest;
- (e) ensure the safety of children and young people is embedded in all aspects of the recruitment process;
- (f) comply with relevant legislation; and
- (g) employ people committed to our mission, skilled in their area of contribution and reflective of the communities we serve.

6. Procedures

6.1 Advertising

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- (a) Unless expressly approved by the Head of People & Safety, all positions (including secondment opportunities) must be advertised internally as a minimum and management positions must be advertised internally and externally.
- (b) Unless otherwise approved by the Head of People & Safety, all employee positions are advertised for a minimum period of ten (10) days.
- (c) All job advertisements must contain the wording "*YMCA South Australia is an equal opportunity employer and is committed to safeguarding children and young people and other vulnerable people*" or similar, and must contain current YMCA Safeguarding requirement content appropriate to the advertising platform. All job candidates must comply with YMCA Australia's Safeguarding Children and Young People Policy.
- (d) YMCA South Australia's board is responsible for developing and authorising advertisements for board director vacancies and the Chief Executive Officer's position.

6.2 Position Description

- (a) Position descriptions ('PD') will be created for all roles within the organisation. PD's must include a brief description of key accountabilities and associated tasks, as well as concise, realistic and meaningful key performance indicators. The PD will also include details of relevant role qualifications, experience requirements and clear responsibilities towards the safety of children and young people.
- (b) A PD must be approved by the relevant Regional Development Manager or head of department prior to advertising and being made available to potential candidates.

6.3 Selection Panel


- (a) A suitable selection panel will be established that includes a minimum of two people.
- (b) The selection panel should be gender-balanced where possible, and any actual or potential conflicts of interests must be appropriately declared.
- (c) At least one panel member must have a detailed knowledge of the requirements of the position.
- (d) Selection panels are responsible for:
 - (i) Reviewing the position description and determining the essential and desirable criteria in consultation with the line manager, People & Safety team member or organisational development practitioner. Determination of the criteria will provide the panel with a standard of comparison for all candidates.

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- (ii) Creating and documenting an interview plan and interview questions. Questions should relate to the position and YMCA South Australia's culture, including the Y Factor, and primarily be behaviour and scenario-based in style. Proposed questions must be rigorously scrutinised to ensure they do not unlawfully discriminate and do not unfairly advantage internal candidates over external candidates. Mandatory safeguarding questions applicable to the level of child / young person contact (direct contact or non-contact role) must be included.
- (iii) Reviewing the applications received and developing a shortlist of the candidates who appear to best meet the essential criteria for the position. Prior to interviews being arranged, the shortlist must be reviewed by the relevant line manager.
- (iv) Arranging and conducting interviews with shortlisted candidates.
- (v) Developing the reference check questions, some of which should be behaviour-based.
- (vi) Notifying unsuccessful candidates by letter or other appropriate means.

6.4 Interviews

- (a) A minimum of one face-to-face interview is to be included as part of the candidate assessment process, where practicable. Interviews are to be documented on YMCA South Australia's Interview Template.
- (b) All workers must be assessed for their suitability to work with children, young and other vulnerable people. All candidates who proceed to the interview stage must be asked the mandatory safeguarding children questions appropriate to their level of contact with children / young people designated in YMCA South Australia's Interview Template.
- (c) All candidates (including prospective directors) are to be made aware of the YMCA Safeguarding Children and Young People Policy and, if appointed, they will be required to formally sign acceptance of the policy before their appointment. In addition, no employee may commence prior to the satisfying YMCA South Australia's screening requirements, including obtaining a National Police Check (NPC) and Working with Children Check (WWCC).
- (d) Permission from candidates to contact their nominated referees must be obtained during interviews, and candidates must be advised of the next steps in the selection process and the expected timeframe for completion.

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- (e) Requirements for pre-employment medical assessments, police checks or other selection tests (e.g. psychological assessments) must be explained to candidates as soon as practicable, and preferably in the interview.
- (f) Reference checks, identity checks, criminal records checks, qualification and registration checks, and where relevant, psychometric testing are only to be instigated for the lead candidate(s) following the conclusion of interviews and the panel's assessment process (e.g. review of their application, curriculum vitae, certifications).

6.5 Selection Criteria

- (a) YMCA South Australia selects all staff based on merit, weighing their ability to perform the duties of the job description, their capacity to contribute more broadly to YMCA South Australia and its community and stakeholder interests, and personal alignment with our vision, mission and the Y Factor.
- (b) Recruitment decisions based on irrelevant factors such as a candidate's sex, race, disability, age, sexuality or other legally protected personal characteristics are not permissible other than where applicable laws provide for exceptions (e.g. where a candidate cannot perform the inherent or genuine and reasonable requirements of the job) and special measures (e.g. to promote substantive equality for a group of people with protected characteristics).
- (c) All workers must be assessed for their suitability to work with children, young and other vulnerable people.
- (d) Applications from former workers and family members will be considered on their merits against the selection criteria. Former workers whose employment was terminated for misconduct or poor performance will not be shortlisted. Family members will not be placed in roles necessitating a reporting relationship with their kin.

6.6 Reference Checks


- (a) A minimum of two professional reference checks are to be obtained and documented using the YMCA South Australia Reference Check Form or through Checkmate (an online reference check platform).
- (b) All candidates who proceed to the interview stage are to be asked to provide the names and contact details of a minimum of three referees, one to be from their most recent place of employment or volunteering. Where possible, referees should:
 - (i) include a person from the candidate's current or most recent employment or volunteer position; and

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- (ii) have had a direct managerial relationship with the candidate (ideally as the line manager) and so be capable of commenting knowledgeably in relation to their work performance.
- (c) Personal referees are generally not recommended. However, if there is no option but to include one or if the candidate is a potential board director, then such referees should:
 - (i) not be related to the candidate; and
 - (ii) have known the candidate for at least twelve months, and must be able to vouch for his or her reputation, character and competencies.
- (d) Referee checks require direct contact with the referees. Written character references are not sufficient unless also followed up and verified through direct contact.
- (e) Mobile phone numbers are sufficient for reference checking.
- (f) Difficulty in contacting referees (e.g. because they are based overseas or have left an organisation) is not justification for accepting lower standards of scrutiny.
- (g) Structured questions are to guide discussions with referees, including some behaviour-based questions and questions related to the candidate(s)' fit with YMCA South Australia's culture.
- (h) Referees must be asked the mandatory safeguarding children questions appropriate to their level of contact with children / young people designated in YMCA South Australia's Reference Check Template.
- (i) Candidates (including board directors) must have a minimum of two (2) referee checks completed prior to a formal offer of appointment.

6.7 Outcomes of Recruitment Process

- (a) All unsuccessful applicants are to be advised within ten working days from the advertised closing date that they have been unsuccessful.
- (b) Candidates interviewed and deemed unsuccessful are to be advised as soon as possible after the successful candidate has been confirmed. They may be notified verbally or in writing within ten working days of the interview.
- (c) Information collected in relation to unsuccessful candidates that have been interviewed (e.g. reference checks, resumes etc.) should be held in a secure place for a minimum of three months and a maximum period of six months before being securely destroyed.

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- (d) Information collected in relation to the successful candidate (e.g. reference checks, interview notes, resumes etc.) and the position description must be retained and will form part of the personnel file.

6.8 Identity Checks and Right to Work in Australia

- (a) YMCA South Australia must obtain evidence of the successful candidate's right to work in Australia (for example, an Australian passport, Australian birth certificate, citizenship certificate, evidence of permanent residence status, or valid visa with permission to work) prior to commencement.
- (b) YMCA South Australia must perform a Visa Entitlement Verification Online (VEVO) check to ensure non-Australian citizens have a right to work in Australia. A copy of this check is to be retained on the personnel file.
- (c) YMCA South Australia may request other proof of identity documents if deemed necessary by the line manager or Head of People & Safety.
- (d) The documents may be original (paper or electronic) or duly certified copies.
- (e) Electronic documents are to be stored securely, however if the successful candidate does not consent to documents being stored, documents may be sighted and , the person who sighted the documents must verify they sighted the documents by completing a declaration.
- (f) On completion of the recruitment process, the signed copies of the successful candidate's proof of identity documents are to be added to their personnel file.

6.9 Screening Checks

- (a) All YMCA South Australia employees must hold a valid and satisfactory NPC and a WWCC which identifies the applicant as 'not prohibited'. As per *Child Safety (Prohibited Persons) Act 2016* (SA), staff may not commence employment prior to a WWCC being completed and duly considered. Staff may only commence employment while awaiting completion of a NPC if approved in writing by the Chief Executive Officer.
- (b) A member of the People & Safety team or delegate must sight the applicable original documentation and record relevant details.
- (c) All offers of employment and board directorships are subject to completion of satisfactory screening checks.


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- (d) YMCA South Australia will not employ a person who is deemed a prohibited person as per *Child Safety (Prohibited Persons) Act 2016* (SA) or other relevant federal or South Australian legislation.

Working with Children Check (WWCC) and other Department for Human Services (DHS) Screening Checks

- (e) South Australia is committed to protecting children, young and other vulnerable people from all forms of harm or risk of harm.
- (f) In order to achieve this, YMCA South Australia will ensure all new employees and volunteers have a WWCC. No employee and volunteer may commence employment prior to the WWCC being completed and duly considered. WWCCs provided by applicants must be current (within the last 5 years) and valid in SA (not prohibited status). Contractors and consultants will also require a WWCC. Any additional scrutiny required of a WWCC is performed at the discretion of YMCA South Australia.
- (g) Within South Australia, the *Child Safety (Prohibited Persons) Act 2016* (SA) prohibits the responsible authority of any organisation providing health, welfare, education, sporting, recreation, religious, spiritual, child care, cultural, entertainment, party or residential service wholly or partly for children from allowing a person 14 years of age or older to perform a prescribed function unless an assessment of the person's relevant history has been undertaken by an authorised screening unit within the preceding five years (i.e. the WWCC). Employees and volunteers will be required to renew their WWCC every 5 years and their status must remain 'not prohibited'.
- (h) Where requested, candidates must complete an application and provide consent for the WWCC to be undertaken on behalf of YMCA South Australia. This requirement may be different across states/territories.
- (i) YMCA South Australia will register an interest in all employees / volunteers through the Organisation Portal (via the DHS Screening Unit) to ensure the currency of all WWCCs, to be notified of any changes to an employee / volunteer's clearance status and to advise DHS Screening Unit of any information that may impact their suitability to work with children or young people (including any serious criminal offence, child protection information, or disciplinary or misconduct information).
- (j) Where required, YMCA South Australia may require staff to obtain other DHS screening checks, such as an aged care sector employment check, vulnerable person-related employment check, or general employment probity check.
- (k) Further information regarding these checks can be obtained from:

Department of Human Services

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Phone: 1300 321 592

<https://screening.sa.gov.au/types-of-check>

National Police Check (NPC)

- (l) YMCA South Australia is committed to keeping our staff, volunteers, patrons, clients, and members of the public safe.
- (m) In order to achieve this, YMCA South Australia will ensure all new employees and volunteers hold a valid and appropriate NPC. Staff may not commence employment prior to the check being obtained and verified. Checks provided by job applicants must be no greater than 6 months old. Contractors and consultants may require an NPC at the discretion of the Chief Executive Officer, the Chief Operating Officer and/or Regional Development Managers. Any additional scrutiny required of an NPC is performed at the discretion of YMCA South Australia.
- (n) Once engaged, employees and volunteers will be required to obtain a new NPC 2 years from the date of issue
- (o) Where requested, candidates must complete an application and provide consent for the check to be undertaken on behalf of YMCA South Australia.
- (p) Further information can be obtained from:

South Australia Police (SAPOL)

Phone: 08 7322 3347

National Crime Check


Phone: 1800 080 095

www.sapolice.sa.gov.au/sapol/services/information_requests/national_police_certificate.jsp

<https://www.nationalcrimecheck.com.au/>

International Checks

- (q) Staff and volunteers who have lived overseas for more than three months in the past five years must provide an International Police Check (IPC). An IPC is required for all countries in which the staff or volunteer has lived. An IPC is deemed to be acceptable if it is no greater than 12 months old and was for the purpose of a successful Australian visa application process.
- (r) An IPC is not required if the relevant candidate (on a case-by-case basis) cannot provide the required check/s as:
 - (i) they have currently or previously obtained status as a refugee for settlement in Australia; and/or


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- (ii) the relevant country does not participate in such a process or provide such a check.
- (s) These are subject to the legislation of the country where the person was a resident. It is the responsibility of the staff member or volunteer to organise this check.

Determining Relevant Criminal History

- (t) In accordance with the *Australian Human Rights Commission Act 1986*, if a person 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.
- (u) It is at the discretion of the Chief Executive Officer (or delegate) to determine if a particular criminal history is relevant to a position of employment and if the appointment or continued employment would put YMCA South Australia at risk. This discretion must not contravene jurisdictional requirements: there are specific restrictions relating to the legal capacity for an organisation to make such a decision. For example, an organisation is unable to employ a Prohibited Person in any child-related area in any state/territory in Australia.
- (v) YMCA South Australia ensures that we conduct relevant history assessments in line with *The Child Safe Environments: Standards for dealing with information obtained about a person's criminal history as part of a relevant history assessment*.
- (w) In assessing whether there is an inherent link between the criminal history and the requirements of the job, the following should be considered:
 - (i) the scope of the candidate's criminal history;
 - (ii) the nature of the offence and the relationship of the offence to the particular position;
 - (iii) the period of time that has elapsed since the offence took place and whether the offence was committed as an adult or juvenile;
 - (iv) 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 (e.g. bond; probation);
 - (v) the severity of any penalty imposed; and
 - (vi) whether the offence has been de-criminalised or removed from the statutes.

Please note, this is not an exhaustive list.

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- (x) The Safeguarding Lead (or delegate) will complete an Adverse Police Check Risk Assessment Template for any applicant who returns a disclosable outcome on their NPC. The risk assessment will support the Safeguarding Lead to determine if the disclosable outcome/s will impact on an applicant being offered a position with YMCA South Australia. The completed form will be provided to the Chief Executive Officer (or delegate) for the final decision.
- (y) If a candidate is to be denied employment because of their criminal record, they must be provided with an opportunity to discuss their record and the reasons for YMCA South Australia's decision. This is imperative to allow the candidate to raise any errors or discrepancies that may have occurred.
- (z) No candidate is to commence in a position until his or her NPC has been completed and considered.
- (aa) The responsible authority must also be able to produce this documentation upon request by a parent, guardian or carer of a child receiving a service.

6.10 Qualification and Registration Checks

Candidates and current employees may, on occasion, make fraudulent claims about their educational / vocational qualifications or professional registrations to obtain a position. Qualifications should therefore be sighted, and a copy held in their personnel file.

6.11 Induction

- (a) YMCA South Australia recognises that an effective induction process is critical to ensuring staff and volunteers feel engaged with the Y's mission and culture, understand performance and behaviour expectations, are aware of their legal obligations and are able to move into their new work roles quickly and effectively.
- (b) The Chief Executive Officer and relevant line managers must ensure that all new workers (incl. volunteers) are systematically introduced to their jobs, co-workers and YMCA South Australia's culture, and are provided with the information they require to succeed and develop in their new roles.
- (c) Relevant line managers and new employees and volunteers are expected to work together with the People & Safety team to ensure that a workplace induction program is implemented and progressed in a timely manner and includes coverage of policies and procedures (including YMCA South Australia's Code of Conduct and Safeguarding Children and Young People Policy), team culture, work health and safety, and compliance matters.
- (d) Training requirements:

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- (i) All staff identified as working within education and care settings (for example, OSHC employees) must complete the dedicated Department for Education Responding to Risks of Harm, Abuse and Neglect - Education and Care (RRHAN-EC), and RRHAN-EC update training every three years, in line with Department for Education requirements
- (ii) YMCA South Australia mandates that all employees and volunteers undertake RRHAN-EC training irrespective of their role.
- (iii) All staff and volunteers will also be required to complete Safeguarding Children and Young People training provided by YMCA Safeguarding within the specified timeframes including:
 - Stay Safe, Tell Someone,
 - Feel Safe Be Safe
 - Safe Behaviours

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7. Roles and Responsibilities

Department / Area	Role / Responsibility
Chief Executive Officer	Responsible for overseeing and approving this policy and procedure.
Head of People & Safety	Responsible for the development, implementation and continuous improvement of this document.
Managers & Workers	All managers and workers with a direct involvement in the recruitment and selection process are responsible for the effective operation of this policy.
Candidates	Responsible for complying with the requirements of this document and any other reasonable and lawful directions of YMCA South Australia.

8. Breach of the Policy

Any breach of this policy may result in disciplinary action up to and including termination of employment.

9. Definitions

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PD means position description.

NPC means National Police Check.


Worker/s means any person who carries out work in any capacity for YMCA South Australia, including its:

- board directors and board committee members;
- employees (whether casual, permanent, fixed-term, or temporary); and
- volunteers, contractors, or consultants.

WWCC means Working with Children Check.

10. Key Relevant Documents

- Legislation
 - *Fair Work Act 2009* (Cth)
 - *Volunteers Protection Act 2001* (SA)
 - *Child Safety (Prohibited Persons) Act 2016* (SA)
 - *Child Safety (Prohibited Persons) Regulations 2019* (SA)
 - *Children and Young People (Safety) Act 2017* (SA)
 - *Age Discrimination Act 2004* (Cth)
 - *Disability Discrimination Act 1992* (Cth)
 - *Disability Inclusion Act 2018* (SA)
 - *Equal Opportunity Act 1984* (SA)
 - *Racial Discrimination Act 1975* (Cth)
 - *Racial Vilification Act 1996* (SA)
 - *Human Rights (Sexual Conduct) Act 1994* (Cth)
 - *Sex Discrimination Act 1984* (Cth)
 - *Workplace Gender Equality Act 2012* (Cth)
 - *National Disability Insurance Scheme (Practice Standards—Worker Screening) Rules 2018*
- Policies and Procedures
 - Safeguarding Children and Young People Policy
 - Safeguarding Children and Young People – Positive Behaviour Guidance Procedure
 - Safeguarding Children and Young People – Safety Code of conduct
 - Safeguarding Children and Young People – Mandatory Reporting Procedure
 - Complaints and Grievance Policy
 - Bullying and Harassment Policy and Procedure
 - Incident Reporting and Investigation Procedure
 - Ethics and Conflict of Interest Policy
- Other (e.g. International Standards, Forms etc.)

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- Reference Check Form
- Interview Notes Form

11. Monitoring Evaluation and Review

This policy will be reviewed every two years or earlier for reasonable cause or upon the request of the YMCA South Australia Board. A Child Safe Environments compliance (CSEC) statement must be lodged when the policy is reviewed, or every 5 years at a minimum.

12. Version History

Version	Date	Description of changes	Effective Date	Review Date
1.0	August 2014	Updated	28 August 2014	April 2016
2.0	April 2016	Updated to include amendments to the Child Protection Act	May 2016	May 2017
3.0	May 2017	Addition of DCSI mandatory requirement for Gymnastics Instructors & Swim Teachers	May 2016	May 2017
4.0	May 2018	Reviewed in line with the adoption of YMCA Safeguarding Children and Young People Policy	26 July 2018	July 2019
5.0	Feb 2021	Combined 'SCYP Recruitment and Screening Policy' with 'Recruitment and Selection Policy'. Reshuffled contents to improve clarity. General review	23 February 2021	February 2023
6.0	July 2022	Updated terminology, reference check process, wording consistency, abbreviations, training course name, change from DCSI to DHS, changed People and Risk to People and Safety and Y Australia Safeguarding requirements	26 July 2022	February 2023
7.0	January 2022	Addition of policy access, safeguarding content to the policy statement and PD content Updated advertising requirements, screening check and department names, frequency of WWCCs,	February 2023	February 2025

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		terminology required for satisfactory WWCC Clarification of ability of CEO to approve employment without NPC, not WWCC Change of terminology of 'abuse' to 'harm or risk of harm' to reflect lower reporting thresholds in SA, Inclusion of electronic document storage Requirement to obtain an NPC every 2 years Addition of requirement to register interest in employees / volunteers through DHS Organisation Portal Update to training requirements Addition of requirement to lodge CSEC statement upon review Removal of reference to NDIS checks as no longer relevant		
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