



# TARNEIT FOOTBALL CLUB

## Child Safe Recruitment Policy

### 1. PURPOSE

This policy is intended to assist the **Tarneit Football Club** in ensuring all incoming **Tarneit Football Club** 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 **Tarneit Football Club** culture. Further, it is intended to give **Tarneit Football Club** staff guidelines by which to make the right decisions during the hiring process.

### 2. EQUAL OPPORTUNITY AND DISCRIMINATION

- 2.1 The **Tarneit Football Club** 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 characteristics.
- 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 **Tarneit Football Club** will not terminate the employment or role of an employee or volunteer based on these characteristics.

### 3. APPLICANT SCREENING

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

3.5 In addition to these regulated checks, the **Tarneit Football Club** 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.

#### **4. CONFIDENTIALITY**

4.1 The **Tarneit Football Club** 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 **Tarneit Football Club** 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 applications process, to ensure their full understanding of rights and requirements prior to submitting an application.