



Policy 6

Safer recruitment policy

Commitment to Te Tiriti O Waitangi

Spiralz Rhythmic Gymnastics recognises Te Tiriti O Waitangi as Aotearoa New Zealand's founding document.

Spiralz Rhythmic Gymnastics is committed to upholding the mana of Te Tiriti O Waitangi and the principles of Protection, Partnership and Participation.

Safer recruitment is central to the safeguarding and protection of children and young people. As a part of our safeguarding culture, *Spiralz Rhythmic Gymnastics* is committed to ensuring all staff and volunteers who work with and young people are safe and appropriate to be working with them. We want children, young people, caregivers, parents and whanau to feel protected and confident that our staff and volunteers have been safely recruited to the highest standard possible.

All possible steps must be taken to prevent unsuitable people from working with children and young people.

We commit to follow the requirements as set by the Children's act 2014 for the recruitment of staff.

We commit to go beyond the legal requirements and make sure our volunteers are safely recruited to the same standards. We commit to this as *Spiralz Rhythmic*

Gymnastics recognises all our staff and volunteers are in positions of trust. This is our duty of care to children and young people.

We want the best outcomes for the children and young people to come to *Spiralz Rhythmic Gymnastics*. We want children and young people to be safe, flourish and enjoy participating in gymnastics.

The purpose of this policy is to:

1. Outline our commitment to protect young people and children from harm, abuse and/or neglect from a staff member or volunteer at *Spiralz Rhythmic Gymnastics*.
2. Reduce the opportunity for a perpetrator of abuse to offend against the children and young people at *Spiralz Rhythmic Gymnastics*.
3. To guide the safer recruitment of staff and volunteers.

Who the safer recruitment policy applies to

This policy applies to all staff and regular volunteers who are employed or engaged by *Spiralz Rhythmic Gymnastics*, whether or not they are paid. The process of safer recruitment will be followed every time a staff member or volunteer is recruited.

The ability to safely screen and check a volunteer can be more limited than an employee, however our volunteers often perform the same duties as our employees and have equal access to children and young people. It is essential *Spiralz Rhythmic Gymnastics* safely recruits volunteers using the same standards we do for employees where possible.

Volunteers that provide one-off support will not be safety checked in line with this policy and procedures. Instead, they will always work alongside and be fully supervised by our fully inducted volunteers and staff.

Procedure

Procedures for the safer recruitment of employees and volunteers.

The following procedures must be followed when employing or engaging any person over the age of 18 years old at *Spiralz Rhythmic Gymnastics* in;

- Paid employment.
- Independent contractor.
- As a regular volunteer.

There are two different standards of procedure to follow for employees/independent contractors and regular volunteers.

Procedures for the safer recruitment of employees & contractors.

The organisation will always follow these procedures consistently and will provide to the Spiralz Club Committee, a completed checklist confirming safer recruitment of an employee or contractor and regular volunteer.

Safer recruitment checklist at appendix 5.

Advertising an employment of contract position.

Staff can be employed and engaged by;

1. An online advertisement.
2. Word of mouth.
3. An advertisement in a newsletter, email or newspaper.

Any advertisement should clearly state that *Spiralz Rhythmic Gymnastics* is a Child Safe Organisation and all candidates will be safety checked to Children's Act 2014 standards and note the need for successful applicant/s to undertake police vetting and reference checks.

If an enquiry for a position is received verbally the President and/or Head Coach of *Spiralz Rhythmic Gymnastics* will inform the person about the culture of child safety within *Spiralz Rhythmic Gymnastics* and the safer recruitment process outlined in these procedures.

The fact a candidate is known personally to anyone associated with the recruitment process or management of the organisation does not reduce or remove the requirements under this policy.

Application forms and CVs.

- A job description and key tasks for each position will be available, noting the role is working with children and young people.
- All candidates are required to complete a *Spiralz Rhythmic Gymnastics* employment application form.

- A CV is required detailing full work history for at least the last five years - any gaps require a thorough investigation.
- Up-to-date details of relevant professional associations the candidate is accredited by must be obtained (e.g Gymnastics NZ coaching qualification, First Aid Certificate etc.).
- Details of two referees including one previous employer must be obtained.
- Referees must have known the candidate for at least 12 months and not be related in any way or in the same household.

Vetting and screening candidates.

The process of vetting and screening candidates is to gather information to gain the best possible insight into the candidate. The process will result in a risk assessment of the person's suitability for the role. This risk assessment will rely upon professional judgement. We recommend a group of people should be involved in the process (e.g head coach and/or president and committee).

Qualifications

Qualifications will be verified for their legitimacy. If the original document or certified copy is unavailable during the screening process, the organisation that issued the certification will be contacted for confirmation. Any future formal offer will be conditional upon an original or verified copy of the qualification of certification being provided to *Spiralz Rhythmic Gymnastics*.

Police Vetting

Police vetting is a requirement for all candidates.

Only candidates who agree to police vetting can be considered for employment.

Employment will not start until a police vetting report has been returned and all safety checks are complete. Spiralz Rhythmic Gymnastics will not employ anyone with a Schedule 2 Children's Act Offence.

If the police vetting process reveals other offences that are not included in the Schedule 2 Children's Act Offence, Spiralz Rhythmic Gymnastics will make a decision based on the nature of the previous conviction and the nature of the role as to whether they can be employed.

Contacting any professional body the candidate is a member of

This is to:

- Obtain any relevant information about the candidate that may affect their application.
- To confirm their identity and their current membership status.

Checking a candidate's identity

Verifying the candidate's identity must be done before any unconditional offers are entered into.

A candidate's identity will be verified by sighting:

- A primary identification document AND
- A secondary identification document.

ONE OF THESE MUST BE PHOTO IDENTIFICATION.

If the name on the identification is different to the name the candidate produces they must also produce supporting name change documentation, which confirms the name change.

Interviews

- All candidates should be interviewed face to face before being offered a role that involves working with children or young people.
- At the interview it should be made clear the candidate will be required to go through police vetting to check for any child related convictions.
- A small panel will be involved in the interview, the club president, a committee member and/or head coach and the Spiralz child safeguarding representative.
- Interview questions are designed to collect information about the candidate themselves, the candidates view on child safe practices, the candidates attitudes towards children and young people, the candidates experiences and interactions working with children, the candidates coaching philosophy (if interviewing for a coaches position).

Referees and references

- At least two referees will be contacted.
- Where it is not possible to immediately contact a referee by telephone, questions may be given to a referee to be answered in writing.
- A search for information about candidates on the internet and social media can provide further insight and information that is publicly available. However this should be treated with caution so as not to intrude on a person's privacy unfairly or unreasonably base an employment or contracting decision on such grounds.

Evaluation, risk assessment, making a decision and records

Spiralz Rhythmics of Hamilton

- Spiralz Rhythmic Gymnastics will show commitment to equal opportunities in all aspects of employment and contracting, including recruitment.
- Procedures will be fair and free of any bias when screening candidates. The person who connects with the team and club values and is most suited to the position in terms of skills, experience, qualifications and ability will be selected.
- Spiralz Rhythmic Gymnastics is committed to employing staff from a diverse range of backgrounds and experience.
- Analysis of the information gathered will be used to assess the risk the candidate would pose to the safety of children and young people if employed or engaged.
- The club manager and club president will sign a declaration confirming the candidate does not present a risk to a child or young person to the best of their knowledge resulting from thorough background checks, reference checks and interview.
- If any risk to children and young people is identified, the candidate will not be employed or engaged in any role.
- Records of the information obtained will be kept in the club google drive along with the details of when it was gathered and the date safety checks need to be carried out again (in three years).
- Unsuccessful candidate information will be disposed of securely.
- No person will be employed or engaged until the full safer recruitment process has been completed, and the police vet returned.

Response to candidates

- All candidates will be notified by email of the outcome of the recruitment process.
- A written formal offer of employment will be given to the new employee along with an Individual Employment Agreement. Independent contractors will be offered a suitable written contract.

Periodic review

A review of safety checks will be carried out every three years and will include:

1. A renewed Police vet.
2. Confirmation of any name change and relevant documents confirming this.
3. A risk assessment.

Procedures for the safer recruitment of volunteers

Spiralz Rhythmic Gymnastics have a commitment to keep all children and young people safe by safer recruitment of people in a Position of Trust, regardless of whether they are a paid staff member or volunteer.

The ability to screen and safety check a volunteer can be more limited than an employee; however, our volunteers often perform similar duties to our employees and have equal access to children and young people. It is essential Spiralz Rhythmic Gymnastics safely engages volunteers by employing the same standards used for recruiting paid staff where possible.

Recruiting regular volunteers

Regular volunteers are usually engaged through word-of-mouth. The same requirements apply, regardless of the fact potential volunteers may be known to people involved in the organisation.

If an advertisement is placed online, this will state that Spiralz Rhythmic Gymnastics is a Child Safe Organisation and that all volunteers will be required to be safety checked and police vetted.

If a volunteer approaches the club manager or president of Spiralz Rhythmic Gymnastics offering ongoing support, they will be informed about the culture of child safety within Spiralz Rhythmic Gymnastics, and informed of the safe engagement process outlined in these procedures.

Completion of the volunteer screening form

All regular volunteers will be required to complete a Volunteer Screening Form at Appendix 7

Screening and Police vetting regular volunteers

- Police vetting is a requirement for all people in a Position of Trust in Spiralz Rhythmic Gymnastics.
- Only volunteers who agree to Police vetting can be considered for engagement as a volunteer.
- Volunteering will not start until a Police vetting form has been returned.
- Spiralz Rhythmic Gymnastics will not have as a volunteer anyone with a Schedule 2 Children's Act offence.
- If the Police vetting process reveals convictions other than Schedule 2 offences, the organisation will decide, based on the nature of the previous conviction, and the nature of the role, whether the volunteer will not pose a risk to a child and young person and therefore can be engaged.

Contacting any professional the volunteer is a member of

This is to:

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- Obtain any relevant information about the volunteer that may affect their volunteer role.
- To confirm their identity and current membership status.

Checking a volunteer's identity

Verifying the volunteer's identity must be completed before any unconditional offers are entered into.

A regular volunteer's identity will be verified by sighting:

- A Primary Identification document AND
- A Secondary Identification document.
One of these must be a photo identification.

If the name of the person is different from the identification they produce, the candidate must provide a supporting name change document, which confirms the current name change.

A list of relevant documents for checking identity can be found at

<http://www.legislation.govt.nz/regulation/public/2015/0106/whole.html>

Evaluation, risk assessment, making a decision and records

- Spiralz Rhythmic Gymnastics is committed to recruiting volunteers from a diverse range of backgrounds and experience.
- Evaluation of the information gathered will be used to assess the risk the candidate would pose to the safety of children if engaged.
- The club manager and/or club president will sign a declaration confirming the volunteer does not present a risk to a child or young person. This risk

assessment is formed based on the outcome of safer recruitment information. If any risk to children and young people is identified the volunteer will not be engaged.

- Records of the information gathered will be kept along with details of when it was gathered and the date when safety checks need to be carried out again (3 years).
- No regular volunteer will be engaged until the full safe recruitment process has been completed, and Police Vet returned.

A safer recruitment checklist can be found at Appendix 5

Response to volunteer applicants

- All applicants will be notified by email of the outcome of the recruitment process.
- Successful volunteer applicants will be given a written outline of the induction process and requirements.

Periodic review

A review of safety checks should be carried out every three years and will include:

- A renewed Police Vet.
- Confirmation of any name change and relevant documents confirming this.
- A risk assessment.

APPENDIX 5

Name of organisation:

Safer Recruitment Checklist for Staff, Contractors and Volunteers

Candidate's full name:

Position:

Employment/Contractor Applicant Confirmation of Identity

Identity confirmation, either by:

1. Use of an **electronic identity credential** (e.g. The RealMe identity verification service), and a search of personnel record to check that the identity has not been claimed by someone else.

Date:

OR

2. Following the regulatory process to provide confidence that:

- The identity exists (i.e. that it is not fictitious) by **checking an original primary identification document**.
- The identity is a 'living' identity and the potential children's worker uses that identity in the community by **checking an original secondary identity document**.
- The potential children's worker links to the identity either by checking an identity document that contains a **photo**, or by using an **identity referee**.
- Searching **personnel records** to check that the identity has not been claimed by someone else.

Date:

Date:

Date:

Date:

Employment/Contractor Applicant Background and Potential Risk Checks

Activity:

<input type="checkbox"/> Interview/s of the potential children's worker	Date:	
<input type="checkbox"/> Qualifications checked	Date:	
<input type="checkbox"/> Obtained and considered a work history , covering the preceding five years, provided by the potential children's worker.	Date:	
<input type="checkbox"/> Obtained and considered information from at least two referees , not related to the potential children's worker or part of their extended family.		
Referee name:	Date:	
Referee name:	Date:	
<input type="checkbox"/> Information sought from any relevant professional organisation, licensing authority, or registration authority, including (but not limited to) confirmation that the potential children's worker is currently a member of the organisation, or currently licensed or registered by the authority.	Date:	
<input type="checkbox"/> Obtained and considered information from a New Zealand Police Vet	Date:	

Electronic Media Checked

Risk assessment confirmation

I _____ confirm to the best of my knowledge, based on the information above, this person does not pose a risk to a child or young person.

Signed:	Date:	
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APPENDIX 7

Name of organisation:

Volunteer Screening Form

(insert name of organisation) is a Child Safe Organisation. It is our number one priority to keep our children and young people safe.

All our people in a Position of Trust are required to:

1. Be safety checked and screened
2. Be inducted into our child safe culture, policies and standards
3. Attend safeguarding and child protection training.

Please complete the following information:

Name:

Address:

Phone contact numbers:

Details of previous experience:

Tell us a bit about why you would like to volunteer with

(insert name of organisation).

How and when can you volunteer?

Please give us names and contact details of two referees we can contact. Referees must have known you for longer than 12 months, not be a family member or living in the same household as you. One must be a previous employer.

Referee 1:

Referee 2:

Have you had any previous convictions or involvement with the police? Yes No

Please include any information even if no charges have been laid. You are required to complete a police vet.

Please sign below to confirm your consent to **(insert name of organisation)** obtaining information as detailed above to assess your suitability for the role.

Signed:

Date:

Spiralz Rhythmics of Hamilton