

## **SCREENING, RECRUITMENT AND INDUCTION**

In order to support all the policies outlined in this Handbook, it is imperative that all levels of Maccabi strives to be prudent and formal in its screening, interviewing and induction of paid and unpaid volunteers and staff.

### **SCREENING REQUIREMENTS, GUIDELINES AND TEMPLATES**

Maccabi is expected to enquire into the background of those who undertake any work, coaching or regular unsupervised contact with its members and other players, particularly those people under the age of 18 years.

All Maccabi Representatives, and anyone otherwise engaging in child-related work and who is required to undergo such checks under relevant legislation, must undergo a Working with Children Check.

A formal set of guidelines, sample reference check questions and templates have been developed to assist those at the Club, State and National level undertaking recruitment. These can be obtained from your Club or State Body.

### **WORKING WITH CHILDREN CHECKS**

The following people require WWCC or equivalent from the state in which they reside. Maccabi must be identified as an organisation that the WWCC applicant is engaged in for WWCC purposes.

- All paid Maccabi staff
- Every committee and board member at club, state and national level
- Any coaches or team managers who have 1+ junior (under 18 athlete) on their team\*.
- Any personnel (paid or voluntary) who have any regular, direct contact with under 18s\*.
- Any member of a host family (e.g. for Junior Carnival) that is aged 18+, and hosting billets who are under 18, or vulnerable people.

\* if someone is under 18 they do not require a check

### **NATIONAL POLICE CHECKS (NPC)**

From time to time there may be roles that require a Maccabi representative to undertake additional screening, therefore Maccabi reserves the right to request a NPC for these roles.

### **POSITION DESCRIPTIONS**

Where appropriate, formal position descriptions should be developed, including the responsibilities and reporting obligations of the employee/volunteer. It is important that, upon commencement of any role in Maccabi, the person receives a copy of their position description.

## EMPLOYEE AND VOLUNTEER SCREENING FAQS

### ***WHY ARE PEOPLE REQUIRED TO HAVE WWCC OR EQUIVALENT?***

Maccabi strives to ensure our children are kept safe. One method of mitigating risk towards children is screening staff and volunteers before they start working with children and other vulnerable people. Maccabi is also prohibited by child protection legislation from engaging workers or volunteers in child-related roles if that person does not hold a valid WWCC clearance.

Asking staff and volunteers to undertake a WWCC does not mean the organisation thinks they are a risk to children. It means that as citizens of a developed society we understand the need to mitigate risks to children and we want to comply with our legal obligations.

### ***I HAVE A NATIONAL POLICE CHECK, DO I NEED A WWCC TOO?***

The WWCC is not the same as the National Police Check (NPC). Working with Children Checks are more extensive and more targeted than National Police Checks.

The WWCC screens criminal and professional conduct records for sexual offences, offences related to the abuse, harm or mistreatment of a child and violence going back over your lifetime.

NPCs identify and release relevant criminal history information relating to convictions, findings of guilt or pending court proceedings. The NPC does not disclose all offences and does not go back over your lifetime.

### ***IS THERE A NATIONAL WWCC?***

No, unfortunately there is not a National WWCC scheme. Each state and territory has a different screening process.

### ***WHAT SORT OF WWCC SCREEN DO I REQUIRE FOR THE STATE I LIVE IN?***

Each state and territory has a different WWCC Scheme all with the same objective of reducing risk for children. Each state and territory has a department that is responsible for the management and monitoring of the WWCC.

#### **Victoria**

- Visit <http://www.workingwithchildren.vic.gov.au/> and click 'apply for a check'. Checks are valid for 5 years and volunteer checks are free.
- Make sure you list Maccabi (1/115 Hawthorn Rd, Caulfield North 3161) when applying for your check.
- Already got a check? Make sure you update your details and add Maccabi. Click here for information on how to add an organisation or update our address.

#### **NSW**

- Visit <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-childrencheck> and click 'apply for your check'. Checks are valid for 5 years and volunteer checks are free.
- Make sure you provide your check number (or application number) and date of birth to your club and/or Maccabi NSW so that they can verify your check.

## **WA**

- WWCC application forms are available from Australia Post offices. For more information on the application process visit <https://workingwithchildren.wa.gov.au/applicants-cardholders/applying-for-a-wwc-check/how-to-apply>
- Make sure you select category 12 – club/association

## **Queensland**

- Visit <http://bluecard.qld.gov.au/> to apply for a blue card

### ***HOW SOON DO I NEED TO GET MY WWCC?***

Maccabi expects each individual working or volunteering with Maccabi or any Maccabi Club to have a WWCC in place before engaging with Maccabi. These details are to be entered and recorded on Learning At Maccabi Online Platform

### ***I ALREADY HAVE A VALID WWCC OR A STATE OR TERRITORY EQUIVALENT, IS THAT ENOUGH?***

If you already have a WWCC, that is great! Depending on your state you will either need to add Maccabi as an organisation you work for, or supply Maccabi with your details so that they can verify your check and connect it to the organisation.

If required by your State or Territory, please register Maccabi as an organisation on your WWCC using the following address details: Maccabi, 1/115 Hawthorn Rd, Caulfield North VIC 3161. Phone: (03) 9563 5885.

Note: an employee WWCC check can be used for volunteer work, but a volunteer WWCC check cannot be used for paid work.

### ***CAN I STILL WORK OR VOLUNTEER FOR MACCABI IF I CAN'T GET A WWCC?***

No. If you are engaged in child-related work, Maccabi is not permitted by law to engage you.

### ***I TRAVEL INTERSTATE WITH MACCABI – IS MY STATE WWCC ENOUGH?***

A National agreement between States and Territories has been reached to exempt some people who need to cross borders to work and volunteer with children. These exemptions allow people to participate more freely in national and inter-jurisdictional activities on a short-term basis.

As a general rule, if you have a valid WWCC from your home state you can be involved in an interstate event (such as Junior Carnival) without requiring a check from the event state. Please contact your club Member Protection Officer if you need assistance in confirming.