

MORDIALLOC-BRAESIDE JUNIOR FOOTBALL CLUB

Child Safe Recruitment Policy

1. PURPOSE

This policy is intended to assist Mordialloc-Braeside Junior Football Club in ensuring all incoming MBJFC 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 MBJFC culture. Further, it is intended to give the MBJFC committee guidelines by which to make the right decisions during the appointment process.

2. EQUAL OPPORTUNITY AND DISCRIMINATION

- 2.1. Mordialloc-Braeside Junior 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 characteristic.
- 2.2. The Mordialloc-Braeside Junior Football Club Committee 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 Mordialloc-Braeside Junior Football Club Committee will not terminate the employment or role of an employee or volunteer on the basis of these characteristics.
- 2.4. This clause is intended to work in conjunction with the SMJFL’s “*Equal Opportunity, Bullying and Harassment Policy*” which should be referred to for more detail.

3. APPLICANT SCREENING

- 3.1. It is the responsibility of the Mordialloc-Braeside Junior Football Club Committee, Coaches and Team Managers to conduct adequate background checks on applicants under consideration for a position with Mordialloc-Braeside Junior Football Club. The applicant may only be offered a position if they both agree to and satisfactorily pass these requirements.
- 3.2. Applicants for paid positions must supply personal and professional referees with their application. The Mordialloc-Braeside Junior Football Club Committee will contact these references to ensure the suitability of the applicant to our organisation.
- 3.3. Prior to being offered a position with Mordialloc-Braeside Junior Football Club, all applicants will be required to sign the relevant Club Code of Conduct document.

- 3.4. Prior to commencing paid employment, or in nominated volunteer roles with Mordialloc-Braeside Junior Football Club, the successful applicant must attain a valid Working With Children Check that has MBJFC as one of its listed organisations. The Mordialloc-Braeside Junior Football Club may offer a position to an applicant prior to the WWC being attained, on the condition that the applicant gains one before commencing in the role.
- 3.5. Working With Children Checks must be uploaded and verified via Everproof and sighted by the Mordialloc-Braeside Junior Football Club CSO or Club Secretary to meet the requirements.
- 3.6. In addition to these regulated checks, the Mordialloc-Braeside Junior Football Club Committee member undertaking the recruitment process must strive to determine the compatibility of all applicants in a paid position to these standards through the applicants' CV and any resulting interviews. Recruiters can consult the SMJFL's "*Best Recruitment Practices and Guidelines*" during this process.

4. CONFIDENTIALITY

- 4.1. Mordialloc-Braeside Junior 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. Mordialloc-Braeside Junior Football Club may retain applicants' contact information and application documents against the possibility of future employment or volunteer 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 application process, to ensure their full understanding of rights and requirements prior to submitting an application.

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