



PRESTONS NETBALL CLUB

Recruitment and Induction Training Policy

Purpose of this Policy

The purpose of this policy is to ensure that all recruitment, screening, induction and training processes at Prestons Netball Club support a strong child safe environment. This policy ensures that everyone who works or volunteers in child-related roles is suitable, understands our child safe responsibilities, and has the knowledge and skills to keep children safe.

Who this Policy Applies To

This policy applies to anyone involved in recruitment, onboarding and training of staff and volunteers for child-related roles within Prestons Netball Club. It must be applied to all positions that involve supervision, coaching, interaction, communication or responsibility for children and young people.

- Supervising, coaching or managing children
- Being alone with children or working in areas not always supervised
- Participating in activities away from normal club locations
- Accessing children's personal or confidential information
- Transporting children
- Any other role with ongoing, direct and unmonitored contact with children

Child Safe Recruitment Processes

Prestons Netball Club will:

- Include our commitment to child safety in recruitment advertising.
- Clearly state Working with Children Check (WWCC) requirements.
- Use fair and structured interview processes for child-related roles.
- Ask child-safety focused questions where appropriate.
- Provide all child safe policies to volunteers and elearning resources

Working With Children Check (WWCC)

All adults working or volunteering in child-related roles at Prestons Netball Club must hold a valid WWCC clearance (or application) unless exempt. The Club will verify WWCC details online and maintain records including name, DOB, WWC number, verification date, outcome, expiry date and volunteer/paid status. Any person who becomes barred will be immediately removed from child-related work.

Volunteer Screening

Volunteers in child-related roles must also hold a verified WWCC (unless exempt). Where possible, volunteers may participate in an informal interview or complete a child safe questionnaire, and may be asked to provide a referee.

Barred Workers

It is an offence to allow a barred person to work with children. If Prestons Netball Club is notified of a barred worker, they will be immediately removed from child-related duties and records of actions taken will be maintained.

Child Safe Induction

All new staff and volunteers will receive a child safe induction that includes:

- Overview of Child Safe Policy documents including Code of Conduct and Reporting Policy
- Clear explanation of reporting obligations
- Information about risks and behaviour expectations
- Completion of required child safe training
- Monitoring and supervision support

Prestons Netball Club supports new workers through guidance, feedback and supervision.

Child Safe Training

All workers and volunteers must complete child safe training relevant to their role. Prestons Netball Club encourages participation in Office of the Children's Guardian eLearning and any other relevant training programs.

Review of Child Safe Code and Policies

Staff and volunteers will be informed when policies are reviewed. Updated Codes of Conduct must be re-read and signed.

Next Review

This policy will be reviewed annually and after any critical incident to ensure ongoing effectiveness and compliance.