



Safer Recruitment & Screening Procedure

Aligned to QFCC Standard 5 – People Working with Children Are Suitable and Supported

Policy Owner: General Manager

Approved by: Board of Directors

Next Review: December 2026

1. Purpose

This procedure ensures that North Gold Coast Seahawks Basketball (NGCS) recruits, screens, and supports staff, volunteers, coaches, and contractors who are suitable to work with children and young people.

It aligns with the Queensland Child Safe Standards, the Australian Childhood Foundation (ACF) Safeguarding Children Accreditation Framework, and relevant Queensland legislation.

2. Scope

This procedure applies to all paid and unpaid personnel engaged by NGCS, including staff, coaches, referees, volunteers, team managers, Board members, and contractors who may have contact with children and young people.

3. Principles

- Child safety and well-being are central to all recruitment and engagement decisions.
- Suitability screening is a legal and ethical requirement for all roles involving children.
- Transparent, consistent, and documented processes will be followed for all appointments.

- Screening and supervision will continue throughout employment or engagement.

4. Recruitment Process

All recruitment processes must include the following steps:

- Clear position descriptions that include child safety responsibilities.
- Reference to NGCS's Child Safe Policy and Code of Conduct in advertisements and application materials.
- Application review and shortlisting against position requirements and behavioural expectations.
- Interview questions assessing understanding of child safety, supervision, and boundaries.
- Reference checks specifically addressing suitability to work with children.
- Verification of identity and qualifications.
- Completion of Blue Card (Working with Children Check) verification before engagement.

5. Blue Card and Screening Requirements

- All individuals in child-related roles must hold a current Blue Card or Exemption Card prior to commencing work.
- Blue Card status must be verified through the Queensland Government's online portal and recorded by NGCS.
- The General Manager or delegate will maintain a Blue Card Register to track expiry dates and compliance.
- No person may work or volunteer in a child-related role without valid clearance.

6. Induction and Probation

- All new staff and volunteers will complete NGCS's induction program, including mandatory child protection training.
- Child safety responsibilities will be explained clearly in role-specific induction materials.
- Probation periods (where applicable) will include assessment of child safety behaviour and compliance with policies.

7. Ongoing Supervision and Support

- Regular supervision and feedback sessions will include discussion of child safety responsibilities.
- All staff and volunteers must complete refresher training every 12 months.
- Any concerns about conduct or suitability must be reported immediately to the General Manager or
- Child Safety Officer and managed under the Complaints, Reporting and Responding Procedure.

8. Record Keeping

NGCS will maintain accurate, secure records of all recruitment, screening, and training activities, including:

- Blue Card Register
- Application and interview records
- Reference checks
- Training attendance logs

9. Review of Recruitment Practices

The General Manager and Child Safety Working Group will review recruitment and screening practices annually or following any incident or legislative change to ensure ongoing compliance and best practice.

10. Related Documents

- Child Safe Policy
- Codes of Conduct
- Complaints, Reporting and Responding Procedure
- Induction and Training Procedure
- Privacy & Data Protection Policy

11. References

- Working with Children (Risk Management and Screening) Act 2000 (Qld)
- Child Safe Organisations Act 2024 (Qld)
- Child Protection Act 1999 (Qld)
- Australian Childhood Foundation Safeguarding Children Accreditation Framework
- QFCC Child Safe Standards (2024)

Document Control and Version History

Version	Date Approved	Approved By	Policy Owner	Next Review Date	Summary of Changes
1.0	December 2025	Board of Directors	GM	December 2026	Initial issue