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**Procedure – Recruitment and Appointment of Workers**

*[Where your Organisation has employment processes included, ensure that the steps herein are included to ensure those procedures have the equivalent steps involved for the protection of all people]*

1. Our organisation seeks to attract and retain the best staff and volunteers.
2. The Management Group will carry out, or delegate to the appropriate office holders, recruitment and screening due diligence checks according to good practice standards for all staff and volunteers.
3. All recruitment and screening documentation will be accessed by a suitably experienced member of the organisation with the authority of the Governance Board.
4. All completed recruitment and screening documentation will be stored securely and successful applicant documentation will be held on personnel files for a minimum of 45 years.
5. We also have appointment and admission procedures for contractors and guests to our venue. We have three recruitment and screening procedures:

1 Procedure for paid staff and Governance Board members

2 Procedure for volunteer workers and helpers

3 Procedure for contractors

**1. Procedure for paid staff and Governance Board members**

1. Prior to recruitment and screening
2. When a vacancy occurs, the relevant office holder will take the opportunity to review the position description for the role to ensure it is still meeting the needs of the organisation.
3. A position description will be produced.
4. The role/position will be advertised appropriately.
5. Requirements of applicants
   1. Submit a written application including an outline of their suitability to the particular organisation
   2. A curriculum vitae (CV) for the applicant must be attached to the form. The CV should be no longer than two pages in length and focus on information relevant to the particular position and role.
6. Short listed applicants for the position
7. Complete the Screening Check Questionnaire for paid staff and Governance Board members (*see sample Implementation Form*).
8. Undertake a Police Background Check.
9. Provide registration details for the relevant state-based Working With Children (or Vulnerable People) Check.
10. Be interviewed by the relevant office holder of our organisation (*see sample Implementation Form*).
11. Provide references. These will be checked with referees by the relevant office holder.
12. Successful applicants
13. The Management Group will provide adequate and appropriate information and induction training to enable them to safely fulfil their role/s, including being given a copy of the Safe Community Policy and the Procedures as they relate to their role.

**2. Procedure for volunteer workers and helpers**

1. Prior to recruitment and screening
2. A position description will be produced.
3. The position will be appropriately advertised and/or recruits sought by current staff through church contacts and the like.

b. Requirements of applicants

1. Complete the Screening declaration for volunteer workers (*see sample Implementation Form*).
2. Provide registration details for the relevant state-based Working With Children (or Vulnerable People) Check.
3. Be interviewed by the relevant office holder of the organisation (*see sample Implementation Form*).
4. Provide references. These will be checked with referees by the relevant office holder.

c. Successful applicants

1. The Management Group will provide adequate and appropriate information and induction training to enable them to safely fulfil their role/s, including being given a copy of the Safe Community Policy and the Procedures as they relate to their role.

**3. Procedure for Contractors**

1. Pre-appointment/agreeing to quote
2. The Management Group will send all prospective contractors who are considered for work a copy of the organisation’s safety expectations prior to a quote being accepted for work.
3. Sign-in requirements
4. All contractors are to report to the office and sign in, including signing the Declaration about safe behaviour on site   
   (*see sample Implementation Form*).
5. Signage on site
   1. The Management Group will display adequate signage around the organisation in relation to expected safe behaviours and how to report hazards, incidents, and concerns.

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Safe Community Resources can also provide customisation services to your organisation in the area of implementation of the **Safe Community Framework** for your organisation.

**Disclaimer**: This publication is not legal advice. The ideas and procedures herein are based on nationally recognised good practice advice and have been written with due regard to Australian legislation March 2020.    
Legal advice may need to be sought when responding to individual incidents.