

POLICY 6



Safer Recruitment Policy

Commitment to Te Tiriti o Waitangi

Ice Speed Skating New Zealand recognises Te Tiriti o Waitangi as Aotearoa New Zealand's founding document. Ice Speed Skating New Zealand is committed to upholding the mana of Te Tiriti o Waitangi and the principles of partnership, protection, and participation.

Safer Recruitment

Safer recruitment is central to the safeguarding of children and young people. As part of our safeguarding culture, Ice Speed Skating New Zealand is committed to ensuring all staff and volunteers, who work with children and young people, are safe and appropriate to work with children. We want children, young people, parents, caregivers, and whānau to feel protected and confident that our staff and volunteers have been safely recruited to the highest standard possible.

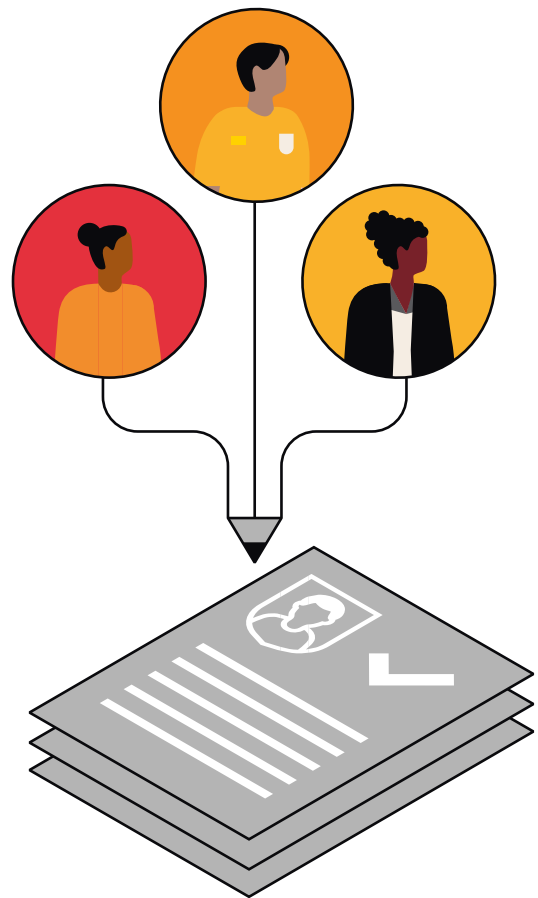
All possible steps must be taken to prevent unsuitable people from working with children and young people.

We commit to follow the requirements of the Children's Act 2014 for the recruitment of staff.

We commit to go beyond the legal requirements and make sure our volunteers are safely recruited to the same standards as paid staff.

We commit to this because Ice Speed Skating New Zealand recognises all our staff and volunteers are in positions of trust. This is our duty of care to children and young people.

We want the best outcomes for the children and young people that come to Ice Speed Skating New Zealand. We want children and young people to be safe, flourish, and enjoy their sport, recreation, or activity.



The purpose of this policy is to:

1. Outline our commitment to protect children and young people from harm, abuse, and neglect by a staff member or volunteer of Ice Speed Skating New Zealand.
2. Reduce the opportunity for a perpetrator of abuse to offend against the children and young people of Ice Speed Skating New Zealand.
3. To guide the safer recruitment of staff and regular volunteers.

Who the Safer Recruitment Policy applies to:

This policy applies to all staff and regular volunteers who are employed or engaged by Ice Speed Skating New Zealand or its member clubs, whether or not they are paid. The processes of safer recruitment will be followed every time a staff member or volunteer is recruited.

The ability to screen and safety check a volunteer can be more limited than an employee; however, our volunteers often perform similar duties to our employees and have equal access to children and young people. It is essential, where possible, that Ice Speed Skating New Zealand safely recruits volunteers using the same standards as we use for our paid employees.

Volunteers who provide one-off support will not be safety checked in line with this policy and procedures. Instead, they will always work alongside and be supervised by our fully inducted staff and volunteers.



PROCEDURE 5

Procedures for the Safer Recruitment of Volunteers and Employees

The following procedures must be followed when employing or engaging any person over the age of 18 years old at Ice Speed Skating New Zealand or in its member clubs:

- as a regular volunteer
- in paid employment
- as an independent contractor

The procedures for the recruitment and employment of paid employees and contractors are different from the procedures for recruitment of regular volunteers.

Procedures for the safer recruitment of volunteers

Ice Speed Skating New Zealand has a commitment to keep all children and young people safe by safer recruitment of people, who in a position of trust, regardless of whether they are paid staff members or volunteers.

The ability to screen and safety check a volunteer can be more limited than an employee; however, our volunteers often perform similar duties to our employees and have equal access to children and young people. Ice Speed Skating New Zealand safely engages volunteers by using the same standards used for recruiting paid staff where possible.

Recruiting regular volunteers

Regular volunteers are usually engaged through word of-mouth. The same requirements apply, however, regardless of the fact potential volunteers may be known to people involved in the organisation.

If an advertisement is placed whether it be in a local paper, online or a newsletter, it will state that:

Ice Speed Skating New Zealand is a child safe organisation and that all coaches will be required to be safety checked and Police vetted.

If a volunteer approaches Ice Speed Skating New Zealand or a member club offering ongoing support, they will be informed about the culture of child safety within Ice Speed Skating New Zealand and informed of the safe engagement process outlined in these procedures.

Completion of the volunteer screening form

All regular volunteers will be required to complete the Volunteer Screening Form (Appendix 4)

Screening and Police vetting regular volunteers

- Police vetting is a requirement for all coaches.
- Only coaches who agree to Police vetting will be considered for engagement as a coach for ISSNZ and permitted to coach at ISSNZ camps or ISSNZ sanctioned competitions.
- Coaching will not start until a Police vetting form has been returned.
- Ice Speed Skating New Zealand, or its member clubs, will not have as a volunteer anyone with an offence under Schedule 2 of the Vulnerable Children Act (2014).
- If the Police vetting process reveals negative result, it is up to the coach to clarify why the clearance has not been granted. Convictions other than Schedule 2 offences, the organisation will decide, based on the nature of the previous conviction, and the nature of the role, whether coach will not pose a risk to a child or

young person and therefore whether they can be engaged.

Contacting any professional body the volunteer is a member of

This is to:

- obtain any relevant information about the volunteer that may affect their volunteer role
- to confirm their identity and their current membership status.

Checking a volunteer's identity

Verification of the volunteer's identity must be completed before any unconditional offer is entered into. A regular volunteer's identity will be verified by sighting:

- one Primary Identification document AND
- one Secondary Identification document.

One of these must be a photo identification.

Or

- RealMe identity-check.

If the name of the person is different from the identification they produce, the candidate must provide a supporting name change document, which confirms the current name change.

Referees and references

- At least two referees will be contacted.
- Where it is not possible immediately to contact a referee by telephone, questions may be given to a referee to be answered in writing and then followed up by telephone.
- A search for information about candidates on the internet and social media can provide further information that is publicly available. However, this should be treated with caution so as not to intrude on a person's privacy unfairly or unreasonably base a recruitment decision on such grounds.

Evaluation, risk assessment, making a decision and records

Ice Speed Skating New Zealand is committed to recruiting volunteers from a diverse range of backgrounds and experience.

- Evaluation of the information gathered will be used to assess the risk the candidate would pose to the safety of children if engaged.
- If any risk to children and young people is identified, the volunteer will not be engaged.
- Records of the information gathered will be kept along with details of when and how it was gathered and the date when safety checks need to be carried out again (3 years).
- No regular volunteer will be engaged until the full safe recruitment process has been completed, and Police Vet returned.

Response to volunteer applicants

- All applicants will be notified by phone or letter of the outcome of the recruitment process.
- Successful volunteer applicants will be given a written outline of the induction process and requirements.
- Information about all applicants will be kept confidentially in a HR file.
- Unsuccessful applicant details will be disposed of securely after six months.

Periodic review

A review of safety checks should be carried out every three years and will include:

- A renewed Police Vet.
- Confirmation of any name change and relevant documents confirming this.
- Contacting any professional body the volunteer is a member of to:
 - obtain any relevant information about the volunteer that may affect their current role and
 - to confirm the identity and the current membership status.
- A risk assessment.

Procedures for the safer recruitment of paid employees and contractors

Safer Recruitment Checklist at Appendix 5

Advertising an employment or contracting position

Staff can be employed and engaged by:

1. an advertisement in the local paper/ newsletter
2. an online advertisement
3. word-of-mouth.

Any advertisement should clearly state Ice Speed Skating is a child safe organisation, and all candidates will be safety checked to Children's Act (2014) standards and note the need for the successful applicant to undertake Police vetting and reference checks.

If an enquiry for a position is received verbally, the hiring delegate will inform the person about the culture of child safety within Ice Speed Skating New Zealand and the safer recruitment process outlined in these procedures.

The fact a candidate is known personally to anyone associated with the recruitment process or management of the organisation does not reduce or remove the requirements under this policy.

Application forms and CVs

- A job description and key tasks for each position will be available, noting the role is working with children and young people.
- A CV is required detailing full work history for at least the last five years – any gaps require a thorough investigation.
- Up-to-date details of relevant professional associations, licensing bodies, or registration bodies the candidate is accredited by, must be obtained.
- Details of two referees, including one recent previous employer, must be obtained.
- Referees must have known the candidate for a least 12 months and must not be related in any way or living in the same household.

Vetting and screening candidates

The process of vetting and screening candidates is to gather information to gain the best possible insight into the candidate. The process will result in a risk assessment of the person's suitability for the role. This risk assessment will rely upon professional judgement. We recommend a group of people should be involved in the process.

Qualifications

Qualifications will be verified for their legitimacy. If the original document or a certified copy is unavailable during the screening process, the organisation that issued the qualification or certification will be contacted to check the candidate's claim. Any future formal offer made to a candidate will be conditional upon receipt of an original or verified copy of the qualification or certification.

Police vetting

Police vetting is a requirement for all coaches.

Only coaches who agree to Police vetting can be considered for recruitment into ISSNZ coaching roles for ISSNZ or at ISSNZ sanctioned competitions or camps.

The role will be assessed by the manager to decide whether the employee would be a core worker or a non-core children's worker, and the Police vetting application will be made on this basis.

(A core worker means a children's worker who works in a regulated service who works with children and may be the only person present; or has primary responsibility for, or authority over the child or children present.)

Employment will not start until a Police vetting report has been returned, and all safety checks, including risk assessments, are completed.

Ice Speed Skating New Zealand or its member clubs will not employ or engage anyone with an offence under Schedule 2 of the Vulnerable Children Act (2014).

If the Police vetting process reveals convictions other than Schedule 2 offences, the organisation will decide, based on the nature of the previous conviction, and the nature of the role, whether the candidate will pose a risk to a child or young person and therefore if they can be employed or engaged.

Contacting any professional body the candidate is a member of

This is to:

- obtain any relevant information about the candidate that may affect their application
- to confirm their identity and their current membership status.

Checking a candidate's identity

Verifying the candidate's identity must be completed before any unconditional offers are entered into. A candidate's identity will be verified by sighting:

- one Primary Identification document AND
- one Secondary Identification document.

One of these must be a photo identification.

Or

- RealMe identity-check.

If the name of the person is different from the identification they produce, the candidate must provide a supporting name change document, which confirms the current name change.

Interviews

- All candidates should be interviewed face-to-face before being selected for a role that allows access to children or young people.
- At the interview, it should be stressed that the identity of the successful applicant will be checked, references sought, and a Police vet carried out to check for child related offences.
- A small panel of people will be involved in an interview allowing for multiple perspectives of a candidate
- Interview questions are designed to give information about the:
 - candidate themselves and their experience/suitability for the position
 - candidate's views on child safe practices
 - candidate's attitudes and behaviours towards children and young people
 - candidate's experience and interactions in working with children.

Example interview questions can be found at Appendix 6

Referees and references

- At least two referees will be contacted.
- Where it is not possible immediately to contact a referee by telephone, questions may be given to a referee to be answered in writing and then followed up by telephone.
- A search for information about candidates on the internet and social media can provide further insight. However, this should be treated with caution so as not to intrude on a person's privacy unfairly or unreasonably base an employment or contracting decision on such grounds.

A list of questions to ask referees is at Appendix 6

Evaluation, risk assessment, making a decision and records

Ice Speed Skating New Zealand will show commitment to equal opportunities in all aspects of employment and contracting, including recruitment.

Ice Speed Skating New Zealand is committed to employing staff from a diverse range of backgrounds and experience.

- Procedures will be fair and free of any bias when screening candidates. The person most suited to the position in terms of skills, experience, qualifications, and ability will be selected.
- Analysis of the information gathered will be used to assess the risk the candidate would pose to the safety of children and young people if employed or engaged.
- No person will be employed or engaged until the full safer recruitment process has been completed, and the Police vet returned.
- If any risk to children and young people is identified, the candidate will not be employed or engaged in any role.
- Records of the information obtained will be kept along with details of when and how it was gathered and the date when safety checks need to be carried out again (in three years).
- Information about all applicants will be kept confidentially on file.
- Unsuccessful candidate details will be secured stored and disposed of securely after six months.

Response to candidates

- All candidates will be notified by phone or letter of the outcome of the recruitment process.
- A written formal offer of employment will be given to the new employee along with an Individual Employment Agreement. Independent contractors will be offered a suitable written contract.

Periodic review

A review of safety checks will be carried out every three years and will include:

1. A renewed Police vet check.
2. Confirmation of any name change and relevant documents confirming this.
3. Contacting any professional body the employee is a member of to:
 - obtain any relevant information about the employee that may affect their current role
 - to confirm the identity and the current membership status.
4. A risk assessment.

APPENDIX 4

Volunteer Screening Form

Ice Speed Skating New Zealand is a child safe organisation. It is our number one priority to keep our children and young people safe.

All our people in a position of trust are required to:

- 1. Be safety checked and screened**
- 2. Be inducted into our child safe culture, policies, and standards**

Please complete the following information:

Volunteer Name:

Address:

Phone contact numbers:

Details of previous experience:

Tell us a bit about why you would like to volunteer with Ice Speed Skating New Zealand or its member club.

How and when can you volunteer?

Have you had any previous convictions or involvement with the police? Yes No

Please include any information even if no charges have been laid. You are required to complete a police vet.

Please sign below to confirm your consent to Ice Speed Skating New Zealand or its member club obtaining information as detailed above to assess your suitability for the role.

Signed:

Date:

APPENDIX 5

Safer Recruitment Checklist for Staff and Contractors

Ice Speed Skating New Zealand is a child safe organisation.

It is our number one priority to keep our children and young people safe.

All our people in a position of trust are required to:

1. Be safety checked and screened
2. Be inducted into our child safe culture, policies, and standards

Candidate's full name:

Position:

Employment/Contractor Applicant Confirmation of Identity

Identity confirmation, either by:

1. Use of an **electronic identity credential** (e.g., The RealMe identity verification service)

Date

OR

2. Provide confidence that:

The identity exists (*i.e.*, that it is not fictitious) by **checking an original primary identification document.**

The identity is a 'living' identity and the potential children's worker uses that identity in the community by **checking an original secondary identity document.**

The potential worker links to the identity either by checking an identity document that contains a **photo**, or by using an **identity referee.**

Employment/Contractor Applicant Background and Potential Risk Checks

Activity:

Interview/s of the potential children's worker Date: _____

Qualifications checked Date: _____

Obtained and considered a work history, covering the preceding five years, provided by the potential children's worker. Date: _____

Obtained and considered information from at least **two referees**, not related to the potential children's worker or part of their extended family.

Referee name and contact details: Date: _____

Referee name: Date: _____

Information sought from any relevant professional organisation, licensing authority, or registration authority, including (but not limited to) confirmation that the potential children's worker is currently a member of the organisation, or currently licensed or registered by the authority. Date: _____

Obtained and considered information from a New Zealand Police Vet Date: _____

Electronic Media Checked

Risk assessment confirmation

I _____ confirm to the best of my knowledge, based on the information above, this person does not pose a risk to a child or young person.

Signed: Date: _____

APPENDIX 6

Questions for Interviewers and Referees

Suggested questions to ask at an interview

Note these questions are child safeguarding focused. Ask questions about qualifications, experience, etc., in the usual way.

- What are your previous experiences of working with children and young people?
- What challenges have you encountered when working with children, and how did you overcome these?
- What do you think good practice looks like when working with children?
- Have you ever had an incident involving a child that caused your employer to question your practice or process?
- What do you feel are the main reasons that have led you to want to work with children?
- Tell us about a time when you took action to help protect a child.
- What has your work with children and young people taught you about yourself?
- What steps do you think should be taken if children make allegations against staff/volunteers?
- Have you ever had concerns about a colleague's behaviour or attitude towards the children in their care? How did you deal with this?
- If a child were to display challenging behaviour, how would you deal with that? Have you had any experience with that type of situation? How did you deal with it?

Questions to ask of referees:

- This role is working with children and young people, do you have any concerns about _____ (name of candidate) working in such a role?
- Would you allow _____ (name of candidate) to care for your children?
- Have you ever felt uncomfortable about _____ (name of candidate)'s behaviour towards children and young people in a previous job? What were your concerns, what did you do, and how was the issue resolved?
- Did you ever have concerns relating to the safety and welfare of children and young people or the candidate's behaviour towards children?
- Would you re-employ this candidate again?

Areas of potential concern

Note to interviewers:

During your selection process, you may hear things about the candidate that cause you concern and which you would then need to explore further with them.

These may include that the candidate:

- Has lack of, or no understanding or appreciation of children's needs or expectations.
- Appears to want the role to meet their own needs rather than the needs of children and young people.
- Uses inappropriate language when talking about children.
- Displays vagueness about their experiences, or has gaps in their application form, and the inability to provide examples to support their answers.
- Is unwilling to follow the rules, procedures, or work with others.