

REACH RECRUITMENT POLICY

1. Statement of Commitment

The Reach Foundation prioritises the safety and wellbeing of all participants, recognising that some participants experience additional vulnerabilities and participants under the age of 18 require additional protections.

All participants have the right to be safe and feel safe in any environment.

Reach is committed to a culture that does not tolerate child abuse, neglect, exploitation or discrimination and will work actively towards preventing it.

Reach's policies, practices, systems, and dedication to learning and development enables both the organisation and its stakeholders to fulfil this commitment.

Reach will take all concerns relating to the safety and wellbeing of participants, seriously, and respond promptly, sensitively and in line with all legislative obligations.

Reach acknowledges the importance of listening to, and engaging the views of young people and the significant value they bring to the organisation.

This is an ongoing commitment underpinned by our organisation's approach to continuous improvement.

2. Scope & Application

For the purpose of this policy, those in scope of this policy are referred to as **Reach People**, and include:

- Board Directors
- All Reach staff
- Crew Members
- Facilitators and Facilitators in Training
- Other volunteers
- Contractors including all partner organisation staff working in or attending a Reach programs

For the purpose of this policy, those this policy applies to are referred to as **Participants**, and include:

- Crew members or Facilitators in Training under the age of 18
- Reach participants under the age of 18
- Reach participants over the age of 18
- Visitors to Reach sites or locations where Reach services are being provided
- Other children or young people connected to Reach.

3. Legislative Context

The information listed below is current as March 2025.

3.1 International covenants, declarations and treaties

- Universal Declaration of Human Rights <https://www.un.org/en/universal-declaration-human-rights/>
- United Nations Convention on the Rights of the Child <https://www.ohchr.org/en/professionalinterest/pages/crc.aspx>

3.2 Commonwealth legislation and policy

- Crimes Act 1914 <https://www.legislation.gov.au/Series/C1914A00012>
- Criminal Code Act 1995 <https://www.legislation.gov.au/Series/C2004A04868>
- Family Law Act 1975 (Cth) https://www.legislation.gov.au/Details/C2019C00101/Html/Volume_1

3.3 State legislation and policy

- Organisational Liability *Wrongs Amendment (Organisational Child Abuse) Act 2017*
- Child Safe Standards *Child Wellbeing and Safety Act 2005*
- Duty of Care, Voluntary and Mandatory Reporting *Children, Youth & Families Act 2005*
- Failure to Protect *Crimes Act 1958*
- Failure to Disclose *Crimes Amendment (Protection of Children) Act 2014*
- Reportable Conduct Scheme *Children Legislation Amendment (Reportable Conduct) Act 2017*
- Grooming *Crimes Amendment (Grooming) Act 2014*
- Age of consent *Crimes Act 1958*
- Working with Children Checks *Worker Screening Act 2020*
- Information sharing *Children Legislation Amendment (Information Sharing) Act 2018*

4. Policy Statements

Reach is committed to safe employment and recruitment practices that reduce the risk of harm from unsuitable people to participants, especially those under 18 or those who experience additional vulnerabilities.

All Reach People are required to go through robust recruitment screening processes before commencing with Reach and similar screening processes are required of partner organisations.

4.1 Advertising: All positions should include the following statement in any advertising:

Reach is committed to safe employment and recruitment practices that reduce the risk of harm from unsuitable people to participants, especially those under 18 or those who experience additional vulnerabilities.

Reach is committed to protecting children and young people from harm. We require all applicants to undergo an extensive screening process prior to appointment.

4.2 Position Descriptions

All Reach positions will have a position description that includes:

- An explicit statement of commitment to child safety to set the cultural expectation
The Reach Foundation prioritises the safety and wellbeing of all participants, recognising that some participants experience additional vulnerabilities and participants under the age of 18 require additional protections.
- Clearly defined roles and tasks
- Experience relevant to the role
- Key selection criteria that is:
- Selection criteria must:
 - includes references to child safety and expectations when interacting with children and young people.
 - clear, specific, and relevant to the position
 - consistent with the position classification standards
 - not favour either internal or external candidates
 - not be excessive or overly prescriptive (as this may restrict the potential pool of applicants, particularly when seeking to encourage applications from equity target groups)
 - not be changed once a position has been advertised.

4.3 Applications

Applicants must submit their resume along with a cover letter describing their adherence to the selection criteria (unless the role requires a varied approach).

Applicants should include copies of their qualifications and any other relevant and requested documentation.

4.4 Interviews: Reach will conduct an interview when seeking suitable applicants for any role, preferably in-person or on a videoconference (e.g., Zoom etc.)

An Interview Panel must be assembled before conducting interviews. The Interview Panel is responsible for the entire interview process, including developing interview questions and conducting the interviews.

During the interview questions regarding the applicant's suitability to work with young people will be included.

Interview questions will include scenario and behaviour-based questions.

4.5 Working with Children Checks: Working with Children Check (WWCC) laws aim to help prevent people who pose a known unacceptable risk from working with children and young people as paid staff or volunteers.

Due to the direct and indirect contact with children and young people, all Reach People are required to have a WWCC and will supply a copy to Reach before commencing their role.

Upon commencement, Reach will monitor the status of all WWCCs every 6 months using the Vic WWCC checking tool.

All staff, volunteers and adult participants being recruited for a camp will provide their WWCC prior to acceptance of their participation and reach will monitor this using the Vic WWCC checking tool prior to camp commencing.

This includes those who are considered exempt under the *Worker Screening Act 2020*.

Reach must not engage a person in a child-related role who does not have a satisfactory WWCC unless an exemption has been granted and provided in writing.

Reach must keep an accurate register of Reach People's WWCC and monitor compliance with WWCC requirements twice a year.

4.6 National Police Checks: All newly appointed Reach People are to provide a current Police Check before commencing in their role.

A criminal history does not automatically preclude an applicant from being appointed unless their criminal history suggests that they may pose a risk to children or young people, or the organisation.

If there is information relevant to the employment decision, the applicant will be provided with an opportunity to respond to the contents of their police check (if they wish to do so).

The decision to appoint or not appoint an applicant because of a police check result, along with the rationale for that decision, must be communicated to the applicant. A copy of the police check must not be retained.

The original must either be returned to the applicant if requested or be destroyed in a secure manner on completion of the recruitment process. If the applicant is appointed, a record of the date and certificate number of the police check should be recorded in their personnel file.

4.7 International Criminal History Record Checks: Any applicant who has resided overseas for 12 months or more in the last ten years should obtain an international criminal check.

Some countries will not release information regarding an individual for personal or third-party purposes. Where police records checks cannot be made, reference checks should be conducted with at least two referees that personally knew the individual whilst they were residing in the other country.

Overseas applicants should not commence until this process is satisfactorily completed.

4.8 Reference checks - Reach will conduct a minimum of two reference checks for the preferred applicant to gather additional information about the applicant's suitability to work in the role for which they have applied.

At least one referee must be the current manager of the applicant.

Additionally, the selected referees should:

- be able to provide information relating to the applicant's suitability to work with children and young people;
- have known the applicant for at least 12 months;
- not be related to the applicant;
- be able to vouch for the applicant's reputation and character.

Please note: Written character references are not sufficient unless also followed up and verified through direct contact.

Referees should be asked directly about any concerns they may have about the applicant working with children and young people.

4.9 Induction and onboarding

The recruiting manager must assist the new staff member in understanding the organisational structure and their role.

All new staff members are required to undergo induction training and acknowledge that they have read each policy and procedure by signing them before commencing their employment with Reach. The policies include, but are not limited to:

- Safeguarding Policy
- Code of Conduct
- Incident Management Policy and Procedure
- Privacy & Confidentiality Policy
- Any other induction training that the Reach CEO considers appropriate to the nature of the role.

5. Privacy and Information Sharing

All Reach People will take all reasonable steps to maintain confidentiality and respect the privacy of all applicants regardless of the outcome.

In order for Reach to perform its functions under the Child Safe Standards, it may be required to collect personal information about people and disclose that information to a third party.

Personal information which is collected and/or disclosed about an individual will be managed in accordance with the Privacy & Confidentiality Policy.

6. Breaches of this policy

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment and/or notification to external authorities.

7. Approval of Policy

This policy is approved by the Board of Directors at their meeting dated 14/4/2025

8. More Information

If you have a query about this policy or need more information, please contact Reach CEO.

9. Version Control and Review Details

This policy version was adopted by Reach Foundation on: 14/4/2025

This policy was last updated on: 14/4/2025