

HILLSONG CHURCH STANDARD OPERATING PROCEDURE			
<b>DOCUMENT TITLE:</b>	RECRUITMENT AND SELECTION FOR CHILD-RELATED ROLES		
<b>DOCUMENT ID:</b>	5-3-001	<b>VERSION:</b>	1.5
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## 1. PURPOSE

- 1.1. The purpose of this procedure is to provide clear instruction on formal recruitment and screening processes for Workers in child-related roles.

## 2. SCOPE

- 2.1. The Safe Church Policy describes the responsibility of campus pastors and managers to ensure all workers who they oversee have been properly screened and selected using approved processes, before being permitted to work with Hillsong People.
- 2.2. The recruitment and selection procedure should be administered by campus pastors and managers, and applies to all Hillsong Church workers and volunteers in child-related roles.

## 3. DEFINITIONS

Child/Children or Young Person/People	Hillsong considers a Child or Young person to be a person under the age of eighteen (18) years.
Child-Related Worker	A Worker involved in providing services that are directed towards a Child or Young person (whether in whole or in part), or conducting activities that may involve a Child or Young person (whether in whole or in part), and includes the supervision of Child-Related Workers, irrespective of whether they actually work with Children or Young people, because of their overarching supervisory duties.
Hillsong/Hillsong Church	Hillsong Church Limited (ABN: 37 002 745 879) and all its related entities operating within Australia.
HILC Student	A person enrolled in Hillsong International Leadership College (HILC).
Workers	All those who are, or were at any relevant point in time, employees of Hillsong and all persons performing work, or facilitate activities, at the direction of, or on behalf of Hillsong. This includes directors, committee members, volunteers, HILC students, self-employed, contractors, sub-contractors, agents, consultants, temporary staff, people undertaking practical training as part of an educational or vocational course (other than as a school student undertaking work experience), or otherwise, defined under relevant legislation.

## 4. PROCEDURE

### 4.1. Volunteers in Child-Related Roles

- 4.1.1. In the process of recruitment and selection of volunteers for child-related roles, the following criteria will be met:

- Volunteers will be congregation members of Hillsong Church and have regularly attended for at least 6 months.
  - Complete the MyHillsong Working With Children and Young People Application which requests specific details that would otherwise preclude them from engagement, details of two referees and permission to contact them.
  - Agree to the code of conduct for Hillsong Church leaders (contained in the MyHillsong Working With Children and Young People Application form) which outlines the behavior expectations when working within child-related programs or events.
  - Obtain a state based Working With Children Check, which complies with the legislative requirements of the state in which the applicant is involved. The check must show that the individual is not precluded from working with children and/or vulnerable people.
- 4.1.2. Applicants will undertake a formal interview conducted by an approved interviewer, which includes an assessment of their suitability and past experience working with children, and confirms what has been stated on their application form. This interview will be logged with their application in the MyHillsong Working With Children and Young People system.
- 4.1.3. The Safe Church Office will verify the applicant's state based working with children check.
- For NSW volunteers, verify the applicants Working With Children Check and upload evidence of this verification with their application in the MyHillsong Working With Children and Young People system, recording the WWC number and expiry date.
  - For QLD volunteers, retain and upload the Blue Card Positive Notice Letter or other correspondence from QLD Blue Card Services, recording the blue card or exemption card number and expiry date.
  - For VIC volunteers, retain and upload the Working With Children Check Assessment Notice or other correspondence from VIC Department of Justice and Regulation, recording the WWC card number and expiry date.
  - For TAS volunteers, verify the applicants Working With Children Registration and upload evidence of this verification with their application in the MyHillsong Working With Children and Young People system, recording the WWC number and expiry date. Note that all child-related workers aged 16 and over are required to hold a valid Working With Children Registration.
  - For NT volunteers, verify the applicants Ochre Card and upload a copy of the card and evidence of this verification with their application in the MyHillsong Working With Children and Young People system, recording the Ochre card number and expiry date. Note that all child-related workers aged 15 and over are required to hold a valid Ochre Card.
- 4.1.4. The Safe Church Office will contact both referees and speak with them using the agreed set of questions that have been drafted by Hillsong Church. These questions seek to establish the applicant's suitability for the role or position and the conversation will be documented with their MyHillsong application.

- 4.1.5. At any stage of the MyHillsong Working With Children and Young People process, the application may be not recommended to proceed based on the outcome of the pastoral interview, reference checks or state based working with children check. In the case of a non-recommendation the applicant will be precluded from working with children and young people within Hillsong Church.
- 4.1.6. If/when the volunteer is approved to work with children upon completion of the MyHillsong working with children and young people process they will:
- Be assigned to a team
  - Sent a notification email to accept the appointment to a team
  - Complete an onsite induction to the responsibilities of the team and any other specific training required as part of that team.

#### **4.2. Staff in Child-Related Roles (Including All Pastoral Positions)**

- 4.2.1. Employed staff at Hillsong are to refer also to the Hillsong Recruitment and Selection Policy (HR) and instructions received from the HR and recruiting manager.
- 4.2.2. In the process of recruitment and selection of staff for child-related roles, the following criteria will be met:
- Complete the MyHillsong Working With Children and Young People Application which requests specific details that would otherwise preclude them from engagement, details of two referees and permission to contact them.
  - Agree to the code of conduct for Hillsong Church leaders (contained in the MyHillsong Working With Children and Young People Application form) which outlines the behavior expectations when working within child-related programs or events.
  - Obtain a state based Employee Working With Children Check, which complies with the legislative requirements of the state in which the applicant is involved. The check must show that the individual is not precluded from working with children and/or vulnerable people.
- 4.2.3. Applicants will undertake a formal interview conducted by an approved interviewer, which includes an assessment of their suitability and past experience working with children, and confirms what has been stated on their application form. This interview will be logged with their application in the MyHillsong Working With Children and Young People system.
- 4.2.4. The Safe Church Office will verify the applicant's state based Working With Children Check, ensuring that it is an Employee (paid) check where required.
- For NSW staff, verify the applicants employee working with children check and upload evidence of this verification with their application in the MyHillsong Working With Children and Young People system, recording the Employee WWC number and expiry date.
  - For QLD staff, retain and upload the Employee Blue Card Positive Notice Letter or other correspondence from QLD Blue Card Services, recording the blue card or exemption card number and expiry date.

- For VIC staff, retain and upload the Employee Working With Children Check Assessment Notice or other correspondence from VIC Department of Justice and Regulation, recording the WWC card number and expiry date.
  - For TAS staff, verify the applicants Employee Working With Children Registration and upload evidence of this verification with their application in the MyHillsong Working With Children and Young People system, recording the WWC number and expiry date. Note that all child-related workers aged 16 and over are required to hold a valid Working With Children Registration.
  - For NT staff, verify the applicants Employee Ochre Card and upload a copy of the card and evidence of this verification with their application in the MyHillsong Working With Children and Young People system, recording the Ochre card number and expiry date. Note that all child-related workers aged 15 and over are required to hold a valid Ochre card.
- 4.2.5. The Safe Church Office will contact both referees and speak with them using the agreed set of questions that have been drafted by Hillsong Church. These questions seek to establish the applicant's suitability for the role or position and the conversation will be documented with their MyHillsong application.
- 4.2.6. At any stage of the MyHillsong Working With Children and Young People process, the application may be not recommended to proceed based on the outcome of the pastoral interview, reference checks or state based working with children check. In the case of a non-recommendation the applicant will be precluded from working with children and young people within Hillsong Church.
- 4.2.7. If/when the staff person is approved to work with children upon completion of the MyHillsong working with children and young people process HR will be notified so that their application for employment can proceed.

### **4.3. HILC First Year Students**

- 4.3.1. HILC students are assessed for eligibility to enroll in College and suitability to participate in the practicum placements. Applicants are required to provide a Pastoral Reference from their current home church, detailing their suitability for involvement in activities and programs that may include working with children and young people.
- 4.3.2. Once enrolled, HILC students must:
- Complete the MyHillsong Working With Children and Young People Application which requests specific details that would otherwise preclude them from engagement, details of two referees and permission to contact them.
  - Agree to the code of conduct for Hillsong Church leaders (contained in the MyHillsong Working With Children and Young People Application form) which outlines the behavior expectations when working within child-related programs or events.
  - Obtain a state based Working With Children Check, which complies with the legislative requirements of the state in which the applicant is involved. The check must show that the individual is not precluded from working with children and/or vulnerable people.

- 4.3.3. Applicants will undertake a formal interview conducted by an approved interviewer, which includes an assessment of their suitability and past experience working with children, and confirms what has been stated on their application form. This interview will be logged with their application in the MyHillsong Working With Children and Young People system.
- 4.3.4. The Safe Church Office will verify the applicant's state based working with children check.
- For NSW HILC Students, verify the applicants working with children check and upload evidence of this verification with their application in the MyHillsong Working With Children and Young People system, recording the WWC number and expiry date.
  - For QLD HILC Students, retain and upload the Blue Card Positive Notice Letter or other correspondence from QLD Blue Card Services, recording the blue card or exemption card number and expiry date.
- 4.3.5. At any stage of the MyHillsong Working With Children and Young People process, the application may be not recommended to proceed based on the outcome of the pastoral interview, the pastoral reference checks provided or state based working with children check. In the case of a non-recommendation the applicant will be precluded from working with children and young people within Hillsong Church.

#### **4.4. External Contractors**

- 4.4.1. Due to the nature and scale of Hillsong's activities and programs, workers may be involved who have incidental, non-direct contact with Children or young people. This may include staff, volunteers or contractors who are involved in TV, production, worship, event co-ordination, information technology, and amusement hire.
- 4.4.2. External contractors accessing child-related programs must:
- Obtain a state based Working With Children Check, which complies with the legislative requirements of the state in which the applicant is involved. The check must show that the individual is not precluded from working with children and/or vulnerable people.
  - Complete the External Contractors form which requests their name, date of birth, basic contact details and state based Working With Children Check information.
  - Agree to the code of conduct for external contractors (contained in the external contractors form) which outlines the expectations of Hillsong when working within child-related programs or events.
- 4.4.3. Details of the state based Working With Children Check will be verified by the Safe Church Office and retained on record.

#### **4.5. Prior Offenders**

- 4.5.1. Workers involved in activities or programs with children and other vulnerable people are carefully selected and screened. Where it is identified that an applicant has previously committed a violent or sexually related offence, they cannot, under any circumstances, be considered for employment or volunteer services with Hillsong.

#### 4.6. Change in Working With Children Clearance Status

- 4.6.1. Workers will be informed during their recruitment that their employment or volunteer services will be subject to clearance under the Working with Children Check system (or equivalent checks under other state legislation).
- 4.6.2. It is a serious breach of the Safe Church Policy if an individual, who has convictions that would make him/her ineligible to be granted a Working with Children Check (or equivalent) clearance, gains employment or is allowed to volunteer with Children or Young People who access our services. It is also a serious breach of this Policy, if an individual continues in his/her employment or volunteer role with us if he/she has been charged or convicted of a crime that would make him/her ineligible to be granted a Working with Children Check (or equivalent) clearance.
- 4.6.3. Workers who have been charged or convicted of a crime that would make him/her ineligible to be granted a Working with Children Check (or equivalent) clearance have an ongoing obligation to inform the Hillsong Safe Church Office of this matter and they will deal appropriately with this by removing the person from employment or volunteering service.

#### 5. RELATED WORK INSTRUCTIONS

DOCUMENT ID:	WORK INSTRUCTION TITLE:

#### 6. RELATED PROCEDURES

DOCUMENT ID:	PROCEDURE TITLE:

#### 7. RELATED RECORDS

DOCUMENT ID:	TITLE:	MIN PERIOD RETAINED: