 YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES	Management Area: Human Resources	Pages: [03] Version No: [01]
	Policy Title Related to this procedure: Working with Children	Date: [20/5/2009] Signed: <i>John G. G. G.</i>
MOP Title: Screening of New Employees		Author: Catherine Pont

1. Scope

- 1.1. All YMCA of Sydney Staff & Volunteers

2. Purpose/Policy Statement

YMCA is committed to providing a safe & positive environment for children and young people to participate in its activities. The YMCA of Sydney will not appoint or retain any prohibited person in child related work.


In addition it will not engage any persons on a voluntary basis to perform any activity which involves unsupervised direct contact with children.

3. Definitions



- 3.1. Prohibited Person – a person who has been convicted of a serious sex offence or a registrable person within the meaning of the NSW Child Protection Act 2000
- 3.2. Working with Children Check – checks for criminal records, apprehended violence orders or relevant disciplinary proceedings
- 3.3. Child related work – work that involves regular, direct contact with a child where that contact is not directly supervised.

4. Procedure

- 4.1. Obtain a declaration and consent from all staff members employed to ascertain whether they are a “prohibited person”.
 - 4.1.1 A working with children declaration and consent form is provided to all new employees as part of their new employee pack.
 - 4.1.2 The original of the completed form is to be sent to Human Resources located at Support Services for processing and filing in the employee personnel file.
 - 4.1.3 The human resources team at support services will arrange for the person to be checked by the approved screening agency.
 - 4.1.4 If the employee check identifies a matter which should be taken into consideration in regards to the appointment of a new staff member, the Centre Manager in conjunction with the Human Resources team will undertake an appropriate work place risk assessment.
 - 4.1.5 If the employee is identified as a prohibited employee by this agency, the Human Resources team will contact the appropriate facility manager and take immediate action to ensure the employee does not remain in child related employment
 - 4.1.6 Human Resources and facility managers will maintain employee confidentiality

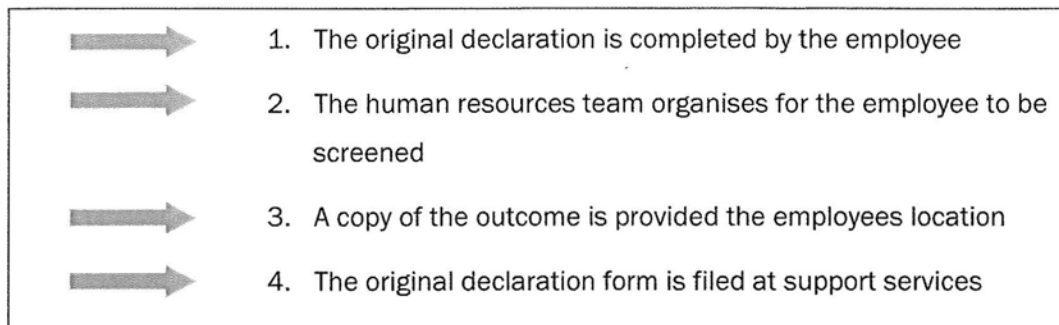
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- 4.2 Obtain a declaration from all volunteers volunteering for the YMCA of Sydney
- 4.2.1 A working with children declaration and consent form is provided to all new volunteers as part of their new commencement pack.
- 4.2.2 The original of the completed form is to be sent to Human Resources located at Support Services for processing and filing in the volunteer's personal file.
- 4.2.3 The human resources team at support services will arrange for the person to be checked by the approved screening agency.
- 4.2.4 If the check identifies a matter which should be taken into consideration in regards to the appointment of a new volunteer the Centre Manager in conjunction with the Human Resources team will undertake an appropriate work place risk assessment.
- 4.2.5 If the volunteer is identified as a prohibited person by this agency, the Human Resources team will contact the appropriate facility manager and take immediate action to ensure the volunteer does not remain in child related employment
- 4.2.6 Human Resources and facility managers will maintain employee confidentiality
- 4.3 Documentation
- 4.3.1 The original of the completed form received at support services is filed in the employee personal file.
- 4.3.2 A copy of the notification received from the screening agency is sent to the location for filing in individual personnel files
- 4.4 Rejected Applicant Notification
- 4.4.1 Where notification is received from the screening agency that an applicant may pose a risk to children, a meeting should be convened between the applicant and employer
- 4.4.2 The employer will inform the applicant that their employment is not confirmed

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5. Flowchart

5.1.



6. Training Required (for this procedure)

- 6.1. Staff Induction Manual

7. Related Documents


- 7.1. NSW Commission for Children and Young People
 7.2. Working with Children consent form
 7.3. NSW Child Protection Act 2000

8. Version History

Version	Date	Description of changes	Author	Effective Date
01	20/5/09	Initial Procedure	C. Pont	20/5/09
02	26/10/11	Update of process, legislation and documents	K. Pearson	26/10/11

I endorse the Screening of New Employees MOP

Name Catherine Pont
 Management Area Manager

Signature 
 Approving Manager

Date 20/5/2009