

CHILD PROTECTION REQUIREMENTS

This attachment sets out the screening process for people who currently occupy or who apply for any work (paid or voluntary) in our company that involves working with people under the age of 18.

Screening under this policy is not a replacement for any other procedure required by law. If State or Territory legislation sets an equivalent or higher standard of screening, the requirement to screen people under the process outlined below need not be followed.

Association/club requirements

Under Gridiron Australia's Member Protection Policy our company is required to:

1. Identify positions (paid and voluntary) that involve working with people under the age of 18 years.
2. Obtain a completed Member Protection Declaration (MPD) (Attachment B2) from all people who are bound by this policy if they occupy or apply for a position that involves working with people under the age of 18 years. The MPD will be kept in a secure place.

If a MPD is not provided, or it reveals that a person does not satisfactorily meet with one or more of the clauses in the MPD (e.g. has a relevant criminal conviction), Gridiron Australia will:

- provide an opportunity for the person to respond/provide an explanation, and
- make an assessment as to whether the person may pose a risk to or be unsuitable to work with people under the age of 18 years.

If unsatisfied, then the Gridiron Australia will:

- in the case of an existing employee/volunteer, transfer the person to another role which does not require them to work [directly and unsupervised] with people under the age of 18 years. If this is not possible, then end the appointment. Legal advice should be obtained before the termination process begins.
 - in the case of someone applying for the position/role, not appoint them.
3. Check a person's referees (verbal or written) and interview a person about his/her suitability for the role and his/her suitability for working with children for both paid and voluntary positions.



4. Ask people applying for and people who currently occupy a position that involves working with people under the age of 18 years to sign a consent form for a national police check (information on police checks and forms can be found at www.ausport.gov.au/ethics/policechecks.asp).
5. Request a national police check from our relevant police jurisdiction for people applying for and people who currently occupy, paid or unpaid and voluntary positions that involves working with people under the age of 18 years.

In most police jurisdictions a 'Part Exclusion' check for people working with children can be requested. This check excludes irrelevant records.

If the police check indicates a relevant offence, then Gridiron Australia will:

- provide an opportunity for the person to respond/provide an explanation, and
- make an assessment as to whether the person may pose a risk to or be unsuitable to work with people under the age of 18 years.

If unsatisfied, then the Gridiron Australia will:

- in the case of an existing employee/volunteer, transfer the person to another role which does not require them to work directly and unsupervised with people under the age of 18 years. If this is not possible, then end the appointment. Legal advice should be obtained before the termination process begins.
- in the case of someone applying for the position/role, not appoint them.

If the person does not agree to a national police check after explaining why it is a requirement, Gridiron Australia shall make an assessment as to whether the person may pose a risk to or be unsuitable to work with people under the age of 18 years. If unsatisfied, then Gridiron Australia will:

- in the case of an existing employee/volunteer, transfer the person to another role which does not require them to work directly and unsupervised with people under the age of 18 years. If this is not possible, then end the appointment. Legal advice should be obtained before the termination process begins.
- in the case of someone applying for the position/role, not appoint them.



6. Decide whether to offer the person the position, taking into account the result of the police check and any other information Gridiron Australia has available. Where it is not practical to complete the police check prior to employment commencing, Gridiron Australia must still complete the check as soon as possible. Gridiron Australia will advise the person that their ongoing employment is conditional upon the satisfactory outcome of the check.
7. Where a national police check is obtained under this member protection policy, another organisation which is also required to screen may obtain a copy of the national police check provided that the consent of the relevant person is obtained and the national police check was performed in the immediately preceding two years.
8. Protect the privacy of any person who is checked and the confidentiality of any information obtained through the checking process. Information collected during screening (such as a completed MPD form, police records and referee reports) will be returned to the relevant person if that person is not appointed to/will not remain in the position, or otherwise be destroyed with the consent of the person concerned.

