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# Child Safe Standards

**CHILD SAFE RECRUITMENT MATRIX**

The following child safe recruitment matrix is provided as an example for sporting organisations to use as part of a suite of strategies to meet the Victorian Child Safe Standards and develop a child safe culture within their sport. Consideration should be taken as to how this supports and complements existing organisation policies, processes and by-laws. Your organisation should review the matrix and consider if any additional information is required prior to adoption and implementation. Seeking legal advice and review of your organisation's child safe processes is also recommended.

Vicsport would like to recognise and acknowledge the Australian Sports Commission for its work in developing and sharing this resource for use across sporting organisations.

**DISCLAIMER:**

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**[Insert Organisation Name]**

**CHILD SAFE RECRUITMENT MATRIX**

<Organisation Name> is committed to ensuring a child safe environment within our sport. We utilise the following process and matrix, based on that developed by the Australian Sports Commission, to determine which strategies and risk management practices should be utilised throughout the recruitment of <Organisation Name> staff and volunteers.

**Process**

1. Define the role using the definitions provided in Table 1 – Definitions
2. Identify the level of risk associated utilising Table 2 – Nature of Contact Matrix
3. Identify which checks and strategies will be required for those undertaking the role, as outlined in Table 3 – Risk Management Requirements

**Table 1 – Definitions**

|  |  |
| --- | --- |
| ***Unsupervised*** | Where the adult’s contact with children and young people is not directly supervised by another adult and hence they have responsibility for care of children and young people. This includes roles having responsibility for management of direct service contact staff and volunteers and management of personal records of children and young people. |
| ***Supervised*** | Where the adult’s contact with children and young people is directly supervised by another adult and hence does not have primary responsibility for children and young people. |
| ***Direct service contact*** | Providing activities or services to children and young people as a core part of the role, with direct contact including any communication directly between the individual and children and your people, whether face to face, by telecommunications means, through social media or any other method. |
| ***Secondary contact*** | Performing ancillary or administrative functions in organisations that provide services for children and young people and where children and young people are present. |
| ***No direct service or secondary contact*** | Work is conducted in areas where children and young people are not usually present; contact with children and young people is incidental to the role and those children and young people with whom they have incidental contact are supervised by other adults. |
| ***Short term*** | One-off, temporary, less than 2 weeks |
| ***Ongoing intermittent*** | Sessional or casual work usually of a few hours duration, on an infrequent basis  |
| ***Ongoing*** | Long term, full-time or part-time  |
| ***Briefing on Child Safe Policies*** | An explanation (as it relates to the particular role) of the organisation’s commitment to preventing child abuse, its expectations in relation to behaviour with children and young people and its child abuse reporting policy. |

**Table 2 – Nature of Contact Matrix**

|  |  |  |
| --- | --- | --- |
|  |  | **Frequency and duration of contact** |
|  | **Nature of contact** | **Short-term**  | **Ongoing intermittent** | **Ongoing**  |
| **Degree of unsupervised direct service contact** | **Unsupervised, direct service contact**  | Example: Emergency relief teacher, coach, educator, carer, mentor, counsellor, weekend camp leader, chaperone | Example: Specialist teacher, coach, educator in skills program run every term | Example: Teacher, coach, educator, carer, mentor, counsellor, manager of children’s services, Board members |
| **Supervised, direct service or secondary contact**  | Example: Work experience, administration & reception, event support | Example: Maintenance contractor, administration & reception, parent volunteer | Example: Work experience, kitchen staff, administration & reception in children’s service |
| **Supervised, no direct service or secondary contact**  | Example: fundraisers, marketing,auditor, building contractor in non-child related areas | Example: Maintenance contractor, finance, book keeper, administration in non-child related areas | Example: Staff and volunteers in non-child related areas, after hours cleaners |

**Table 3 – Risk Management Requirements**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Risk Management Requirements** | **WWCC \*\*** | **Interview with Child Safe questions** | **Reference with Child Safe questions** | **Briefing on Child Safe Sport Commitment** | **Signed Code of Behaviour** | **Child Safe Course (e.g. Play by the Rules)** |
| **Minimal** | N | N | Y | Y | N | N |
| **Low** | Y | N | Y | Y | Y | N |
| **Medium** | Y | Y | Y | Y | Y | N |
| **High** | Y | Y | Y | Y | Y | Y |

\*\*Subject to the WWCC legislation applicable in the jurisdiction the staff, volunteer or contractor is working in. You should seek specialist legal advice in relation to WWCC requirements as necessary.

**- END OF TEMPLATE -**

**Further Information**

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*This document was developed utilising and adapting content from:*

*Australian Sports Commission:* [*Child Safe Sport Toolkit (2018)*](https://www.ausport.gov.au/supporting/integrity_in_sport/child_safe_sport/child_safe_sport_framework_toolkit)