



# Child Safe Recruitment, Induction & Training Policy

2 FEBRUARY, 2026

## 1. Purpose

The aim of this policy is to ensure that Club Representatives (Committee, Administrators etc) responsible for recruitment, induction and training of volunteers at Saints Netball Club uphold our child safe recruitment, induction and training practices.

The policy sets out the processes for child safe recruitment of volunteers for any child-related roles. The policy also includes the induction process for new volunteers which has been designed to ensure all Club Representatives have the required skills and knowledge to prevent risk of harm to children.

## 2. Who this Policy is for

This policy is for Club Representatives undertaking recruitment of volunteers for child-related roles.

The child safe recruitment and induction processes set out in this policy must be applied to anyone being considered for a child-related role at Saints Netball Club.

This includes roles that involve any of the following:

- supervising children (eg Coaches, Team Managers, Committee Members)
- being alone with children or engaging with them in a way that is not observed or monitored
- taking part in activities with children away from the organisation's usual location

## 3. Processes for Child Safe Recruitment of Volunteers

### **VOLUNTEER SCREENING**

#### WORKING WITH CHILDREN CARD

Before commencing, volunteers working or interacting directly with children at our Club must also have a cleared and verified Working with Children Card (WWCC or Blue Card), unless they are exempted.

The verification process for new volunteers is as follows:

- For new volunteers that have a pre-existing WWCC, these shall be verified using their current WWCC number on the Queensland Government website.
- For new volunteers that require a WWCC: the Club will link Saints Netball Club to the Volunteer's Blue Card Services account number. The volunteer can then apply for their WWCC by following the instructions emailed to them by the Government.

#### OTHER SCREENING ACTIVITIES

Where possible, Saints Netball Club will hold an informal interview with new volunteer, as part of our screening process which will establish their suitability to hold the role they seek within our Club and their knowledge of and experience with working with children in a child safe organisation.

## 4. Barred Workers

**It is an offence to allow a barred person to work with children and they must be removed from child-related work.**

A person is barred from working with children if Blue Card Services (within the Department of Justice) has determined that the person is a risk to working with children.

If Blue Card Services bars a person in our organisation from working with children, they will contact us to determine whether the person is currently working with us, and whether they are working with children.

If it is confirmed that the person is working with children in our organisation, and Blue Card Services instructs us to remove the worker from working with children, we will take immediate removal action.

## 5. Child Safe Induction

At Saints Netball Club, we recognise that ensuring our people are safe and suitable to work with children is an important and ongoing process.

Inductions for our volunteers include:

- an overview of all our child safe documents, including our Child Safe Policy and our Child Safe Code of Conduct (to be read and signed)
- ensuring that volunteers are aware of their reporting obligations and how to identify and raise a child safety concern
- an overview of Sport Integrity Australia's "Children and Young People Safe Practices Do's and Don'ts" document
- adequate practical training (including relevant accreditations) and equipment required to safely carry out their role
- tools necessary to communicate our Child Safe protocols with the children they work with
- ensuring new joiners complete required Child Safe Training (see below), and
- mentoring support

## 6. Child Safe Training

New workers and volunteers shall complete the Club's required Child Safe Training.

- In Safe Hands Induction Course ([www.insafehands.net.au](http://www.insafehands.net.au))
  - 2025 Child Protection Training for Sports Managers & Volunteers (QLD), or
  - 2026 Child Protection Training for Coaches (QLD)
- Netball Learning Centre Course ([www.learning.netball.com.au](http://www.learning.netball.com.au))
  - Safeguarding Children and Young People

## 7. Child Safe Code of Conduct Review

Workers and volunteers are advised when we are reviewing our child safe policies and asked to contribute. When our Child Safe Code of Conduct is reviewed and updated, all volunteers must be asked to re-read and sign it. Signed copies will be kept on file.

## 8. Next Review Date

This policy will be reviewed by the Saints Netball Club Executive Committee by 31 January, 2027, or earlier if there are any critical incidents.