

MPB CHECK LIST 4. SCREENING OF EXISTING APPOINTEES AND PREFERRED APPLICANTS

One of the ways the WVCA, Regions and Affiliated Associations and Clubs seek to protect the health, safety and well being of people participating in their activities is to screen people for certain roles

According to the MPB Regions and Affiliated Associations and Clubs shall be required to comply with clauses 6 & 7 of the Member Protection By-Law.



3.1 This means that from 1st July 2004 prior to appointment all preferred applicants must be screened according to the MPB AND all those in existing positions must be screened prior to 31 June 2005.



3.2 It is important that your club committee read clauses 6 & 7 of the MPB on preventative action and screening before proceeding.



3.3 A flow chart to simplify the screening process is shown below. A step by step checklist follows so that you can write in the relevant information to your club and those being screened.

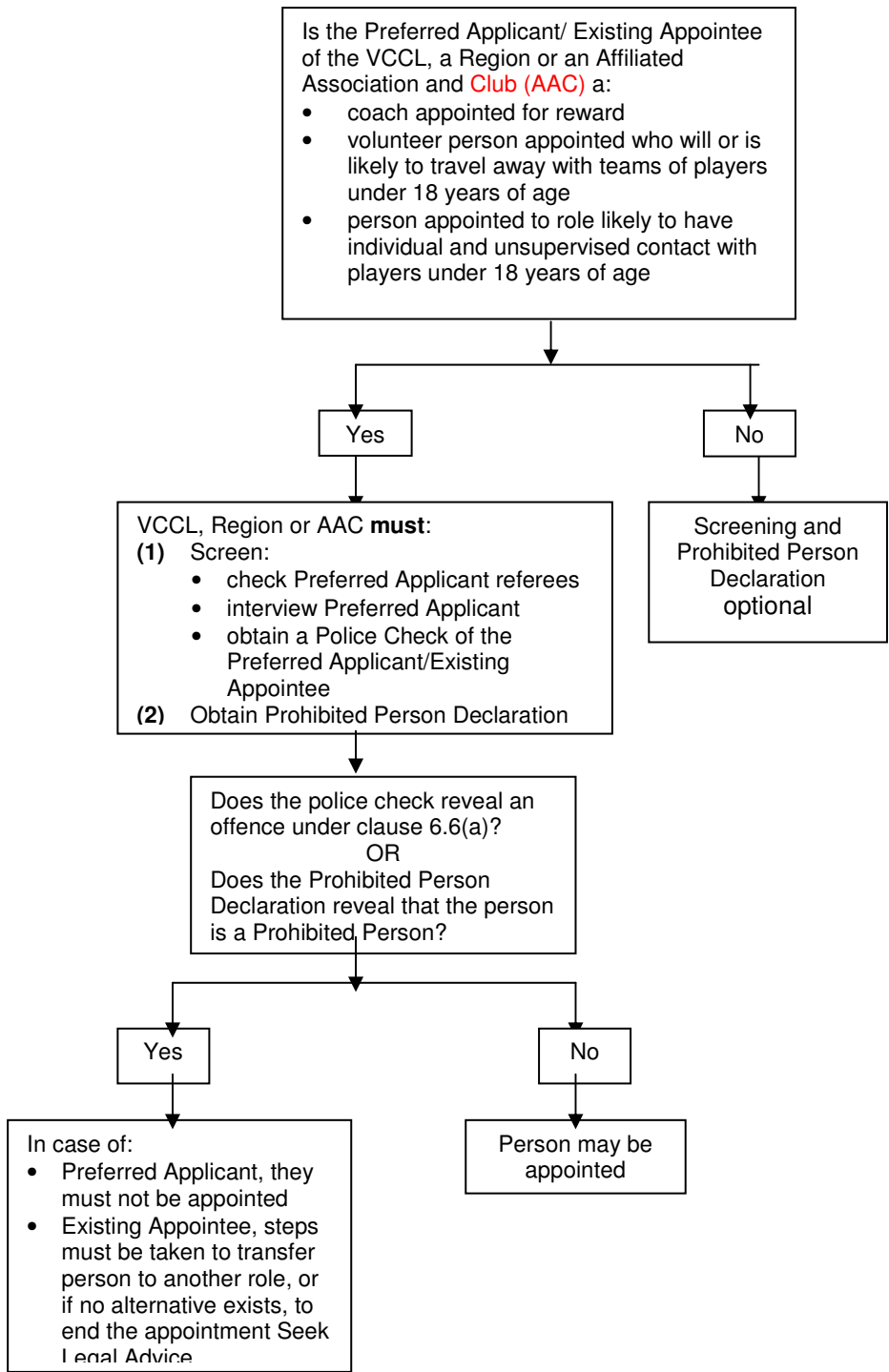


3.4 This screening is a continual process and the steps to screen new appointees and ensure that existing appointees continue to fulfil the criteria should be completed prior to the commencement of each season or at such time that the roles of those identified by the club commence another calendar year.

3.5 Flow Chart for screening according to the MPB

ATTACHMENT B - PREVENTATIVE ACTION (CLAUSES 6 AND 7) FLOW DIAGRAM

Attachment B has been included in this By-law by way of summary and it is not to be used for the interpretation of this By-law.



3.6 Screening Checklist - Steps 1 to 6

1. Identify in your club are those that are classified as working within a high risk category that must undergo MANDATORY SCREENING

As set out in the MPB (see p. 4 of the MPB section 6.2 a-c and Part 2.2 Preventative Measures (screening) in the revised version of the MPB) High Risk Categories have been identified as -

- Coaches who are appointed for reward
- Volunteer personnel who will or are likely to travel away with teams and players under 18 years of age
- Persons appointed to a role in which that person is likely to have individual and unsupervised contact with players under 18 years of age. Some of the roles in community cricket organisations which may fall in this category include coaches, managers and fitness personnel.

(Individual and unsupervised contact will occur where an appointee will have one to one unsupervised contact with a person under the age of 18 years of age)

Space has been provided on page 4 for you to identify people at your club who fall into this category. You may also identify a role that is not currently filled that may fall into this category. The persons identified may also be those people at the club who conduct school clinics on a regular basis.

If you have members that conduct school clinics encourage them to make sure that a teacher remains an active participant in the class to avoid unsupervised contact with a person under the age of 18 years even if the volunteer has completed the screening process.

There is also space on page 4 for you to check off the screening steps for each person. Please note that this information should be treated as confidential by those committee members nominated to conduct the member protection screening of existing appointees and preferred applicants. You may like to insert the date that the screening steps were completed and met satisfactorily so that the club can review the screening process each year.

2. Notification of the Screening Process

Notify existing appointees and, preferred applicants prior to appointment, that as part of the MPB; to minimise the risk for them and the people that they work with; they will need to undergo a screening process. **Screening involves a police check and completion of a prohibited persons declaration. If they are a preferred applicant it also includes checking of references and an interview.**

- This may initially seem alarming to some people.** You may like to provide these people with an understanding of Member Protection. Some ideas are noted below.
 - Provide the people identified above with access to a MPB (direct them to the VWCA website - you may already have done this)*
 - Provide the people identified above with the appropriate Code of Conduct and the Code of Conduct for the groups with which they work, for example provide a coach with the Coaches Code of Conduct and the Players Code of Conduct so that they can assist you in disseminating the information to members.*
 - Request that the people identified above complete the online training relevant to them at the 'Play by the Rules' website. Give them a tick when they complete the training and provide you with a copy of the online certificate.*
 - Advise them that they can direct any questions about the MPB to the Women's Club Administrator at Cricket Victoria email vwca@cricketvictoria.com.au or ph 9653 1181, or go to the VWCA website.*

3. Reference Checks

Check references of a preferred applicant prior to appointment - this includes making verbal or written inquiries of their nominated referees (preferably at least 2) as to the preferred applicants' suitability for the proposed role and their suitability for the involvements with children under 18 years of age.

Space has been provided below to write possible questions you could ask a referee.

1

2

3

4

5

When you have completed the interview assess what the responses were. Would they be suitable for the role?

No - do not proceed

Yes - proceed

4. Interviews

Interview a preferred applicant prior to appointment as to their suitability for the proposed role and their suitability for involvement with children under 18 years of age

Space is provided below to list possible questions you could ask the applicant.

1 _____

2 _____

3 _____

4 _____

5 _____

When you have completed the interview assess what the responses were. Would they be suitable for the role?

- No - do not proceed
- Yes - proceed

5. Prohibited Persons Declaration

The prohibited person declaration must be provided to and completed by existing appointees and preferred applicants according to Clause 7 of the Member protection By-Law. A copy of the prohibited Person declaration can be downloaded from the VWCA website, found on page 41 & 42 of the Member Protection By-Law in your Resource Kit and pages 9 & 10 of this checklist.

When you have received the declaration assess that it is fully completed. Would the applicant be suitable for the role?

- No - do not proceed and follow the appropriate steps as set out in the Member Protection Policy.
- Yes - proceed

6. Police Check

In the case of either an existing appointee or a preferred applicant a police check must be requested according to clause 6 of the Member Protection By-Law.

COST

The VWCA will pay for police checks and checks that fall into the following categories.

- The VWCA will fund all coaches and managers of Junior Girls Teams (U17) for all affiliated clubs and associations for the 2005_06 season.
- The VWCA will fund all Head Coaches of female teams at affiliated clubs and associations for the 2005_06 season.
- The VWCA will fund other people at the club in a position that requires them to have a police check. *(Up to a total of 4 checks per club or association or until such time as the VWCA funding is exhausted)*

The association, club or the individual shall be responsible for the cost of any additional checks. Additional Police checks outside of those funded by the VWCA will incur the following costs;

Volunteer or Student - \$13.00

All other checks - \$28.30

PROCESS

All Police Checks requested under the auspices of implementation of the Member Protection By-Law will be processed through the Women's Club Administrator who will complete Section 7 of the form.

HOWEVER police checks will be returned to the **organisation** for which the individual is requesting the check. That is in Section 4 of the form you must place your club or association name. * **Note Please refer to the section on “Security of Police Checks” on page 7 of this check list (below).**

To complete a police check download the form from the VWCA website, photocopy it from the VWCA Resource Kit or download from www.police.vic.gov.au, give the form to the existing appointee or preferred applicant and ask them to complete the relevant sections and attach a copy of their drivers licence or passport.

If the applicant falls under the volunteer criteria write Volunteer on the top of the form.

To be classified as a volunteer the following criteria must be met.

- The applicant must not receive any form of payment for the services that he/she performs for the organisation. Reimbursement of direct expenses (for example, petrol expenses) will not disqualify the organisation from the reduced charge.
- The Work undertaken by the volunteer must primarily involve personal contact with children, the elderly of disabled people and other vulnerable groups.

The check is for a National Name Check

All writing on the form must be original, i.e., the check must not be photocopied at any point, or faxed.

Return the form to the VWCA Club Administrator, 86 Jolimont St, Jolimont, VIC, 3002 who will attach payment and send the form to Victoria Police for processing. This process should take between 12 & 14 days.

SECURITY OF POLICE CHECKS

Police checks must be treated according to the VWCA MPP and the security of information release guidelines set out by Victoria police (as follows).

That is the check must be treated as strictly confidential and it must not subsequently be forwarded to any other organisation or individual, this strict inclusion includes the person on whom the police check has been conducted. The police record must not be incorporated into any manual or electronic database or filing system. When the selection or recruitment process is complete, the information that has been released to your organisation must be securely destroyed. If a person is denied employment or placement with an organisation due to their police record and is provided the opportunity to discuss this and the reasons for the decision, their national police check may be shown to them on request. An organisation must not provide a copy of the national police certificate to the applicant. If the applicant wishes to obtain their own copy they must contact the public enquiry Service on (03) 9247 5907 for further information.

For more information about the police Check from Victoria Police go to the documents “National Police Certificates - Procedures for Organisations” and “National Police Certificates - Information Release Policy”, these forms can be downloaded from the VWCA website in PDF format.

Note *The person from your club to whom the Police Check will be directed must be a suitably responsible person who will treat the check according to the afore mentioned guidelines from Victoria Police and as per the Member Protection By-Law.

When you have received the police check assess - Would the applicant be suitable for the role?

No - do not proceed and follow the appropriate steps as set out in the Member Protection Policy.

Yes - proceed

3.7 Screening of Others

6.1 Screening is **highly recommended**, but not mandatory, for Preferred Applicants and Existing Appointees in the following types of roles:

- (a) volunteer coaches appointed or seeking appointment by the VWCA, Regions or Affiliated Associations and Clubs who will or are likely to travel away with teams of players **over** 18 years of age; and

- (b) persons appointed or seeking appointment by the VWCA, Regions or Affiliated Associations and Clubs to a role in which that person is likely to have contact with players **under** 18 years of age but where such contact is supervised at all times by another adult.

Checklist 4 Completed

3.8 PROHIBITED PERSON DECLARATION - SAMPLE FROM THE MEMBER PROTECTION POLICY

The Community Cricket Member Protection By-law makes it a breach of the policy for a Prohibited Person (defined as a person who has been convicted of a Serious Sex Offence) to work or seek work in the following roles:

- coaches who are appointed or seeking appointment (whether employed, contracted or otherwise) for reward;
- volunteer personnel appointed or seeking appointment, who will or are likely to travel away with teams of players under 18 years of age; and
- persons appointed or seeking appointment to a role in which that person is likely to have individual and unsupervised contact with players under 18 years of age.

The Community Cricket Member Protection By-law also makes it a breach of the policy to appoint, or continue to appoint, a person to a role set out above:

- without first obtaining this declaration; or
- where this declaration reveals the person is a Prohibited Person.

The Community Cricket Member Protection By-law defines a Serious Sex Offence to mean an offence involving sexual activity or acts of indecency including but not limited to:

- Rape
- Indecent assault
- Sexual assault
- Assault with intent to have sexual intercourse
- Incest
- Sexual penetration of child under the age of 16
- Indecent act with child under the age of 16
- Sexual relationship with child under the age of 16
- Sexual offences against people with impaired mental functioning
- Abduction and detention
- Procuring sexual penetration by threats or fraud
- Procuring sexual penetration of child under the age of 16
- Bestiality
- Soliciting acts of sexual penetration or indecent acts
- Promoting or engaging in acts of child prostitution
- Obtaining benefits from child prostitution
- Possession of child pornography

- Publishing child pornography and indecent articles.

Declaration

I am aware that I am ineligible to work or seek work in the roles set out above if I have been convicted of a Serious Sex Offence, as defined in the Community Cricket Member Protection By-law.

I have read and understood the above information in relation to the Community Cricket Member Protection By-law and understand my responsibilities and obligations under it.

I declare that I am not a person prohibited under the Community Cricket Member Protection By-law from working or seeking work in the roles set out above.

I acknowledge that I am required to advise the President or the General Manager of the organisation appointing me, immediately upon becoming a Prohibited Person.

Name:.....

Signature:..... Date:.....

Note: Seek legal advice if you are unsure of your status.

Parent/Guardian Consent (in respect of person under the age of 18 years)

I have read and understood the declaration provided by my child. I confirm and warrant that the contents of the declaration provided by my child are true and correct in every particular.

Name:.....

Signature:..... Date:.....