



Stealers Baseball and Softball Club Inc
ABN 21 664 105 236

Human Resources Policy

Version: 1.0

Date: May 2026

Approved by: Committee of Stealers Baseball and Softball Club Inc

Next review: By 15 May 2029

1. Purpose

This standalone Human Resources Policy outlines the Club's commitment to child-safe recruitment and onboarding of all volunteers, coaches, and officials. It ensures that every adult in a child-related role is suitable to work with children and young people, in full compliance with the Child Protection (Working with Children) Act 2012 (NSW), the Children's Guardian Act 2019 (NSW), the 10 Child Safe Standards, Baseball Australia's Safeguarding Children and Young People Policy, the National Integrity Framework, and Baseball NSW policies. The Club has zero tolerance for any risk to children. This policy works together with the Child Safe Policy, Child Safe Code of Conduct, Complaint Management Policy, and Child Safe Risk Management Plan.

2. Legislative Requirements – Background and Screening Checks (section a)

All adults in child-related work must hold a valid Working with Children Check (WWCC) clearance (or have a current application lodged) before commencing any role. The Club will:

- Verify WWCC status via the NSW Office of the Children's Guardian online verification system before any engagement.
- Perform a National Police Check where required or appropriate.
- Re-verify WWCC status annually for all relevant individuals.

Non-compliance with WWCC requirements is a serious offence under sections 8 and 9 of the Child Protection (Working with Children) Act 2012. The Club maintains an up-to-date WWCC Employer Record (as per section 9).

3. Recruitment and Onboarding Process (section b)

The full process for any new volunteer, coach, official or contractor in a child-related role is as follows:

1. Position Advertisement, if required – see section 4 below.
2. Application, if required – Applicants submit resume and cover letter.
3. Interview, if required – Using the standardised child-safety interview questions (see section 8).
4. Screening Checks – WWCC verification checks + National Police Check (if required).
5. Offer of Role, if required – Conditional on satisfactory checks.
6. Induction, if required – Within first two weeks (see section 6).
7. Probationary Period – Three months (volunteers)
8. Ongoing Monitoring – Annual WWCC re-verification, refresher training, and performance feedback.

4. Job Advertisements, if required (section d)

Every advertisement or expression of interest must include:

- The Club's Statement of Commitment to Child Safety.
- A statement that the role involves child-related work and requires a valid WWCC clearance (or current application).
- Confirmation that the Club follows the 10 Child Safe Standards and Baseball Australia's Safeguarding Children and Young People Policy.
- Requirement for the applicant to provide two referees who can comment on their suitability to work with children.

5. Reference Check Process, if required (section c)

- Minimum of two referees will be contacted (one must be a recent supervisor or someone who has observed the applicant working with children).
- Referees must be over 18 and not related to the applicant.
- Standard questions asked (via phone or email):
 - How long have you known the applicant and in what capacity?
 - Has the applicant worked with or been responsible for children?
 - How would you describe the applicant's attitude towards children and child safety?
 - Would you have any concerns about the applicant working with children? Please explain.
 - Has the applicant ever been subject to any complaints, disciplinary action, or concerns regarding child safety?

- Is there any other information we should know before engaging this person with children?

All reference check notes will be recorded and stored securely.

6. Training Requirements and Timeframes (section e)

All new appointees must complete the following within the specified timeframes:

- Child Safe / Safeguarding Children training (Baseball Australia or OCG-approved module) – within one month of commencement.
- Club-specific induction on Child Safe Policy, Code of Conduct, and Risk Management Plan – within two weeks.
- Annual refresher training thereafter.

Failure to complete required training will result in suspension from child-related duties until completed.

7. Support During Induction and Ongoing Role (section f)

- Induction: New appointees receive an induction pack (policies, contacts, Code of Conduct), a nominated mentor/supervisor, and a probationary review meeting at 1 month and end of probation.
- Ongoing Support: Access to the Child Safe Officer for advice, regular check-ins with the committee, and opportunities for further professional development.
- The Club provides a supportive environment where concerns about child safety can be raised without fear of reprisal.

8. Bank of Child-Safety Focused Interview Questions (section h)

To ensure consistency, interviewers must ask at least four of the following:

1. Can you tell us about your experience working with children and young people?
2. What does child safety mean to you?
3. How would you respond if a child disclosed feeling unsafe or uncomfortable?
4. What are appropriate boundaries when working with children? Give an example.
5. How do you promote inclusion and respect for children from diverse backgrounds?
6. Have you ever had to report a child safety concern? How did you handle it?

7. Why do you believe you are suitable to work with children at our Club?

Answers are documented and assessed for alignment with our Child Safe values.

9. Record Keeping (section g)

The Club Secretary / Child Safe Officer maintains a secure, confidential Recruitment and Screening Register (electronic and/or hard copy) containing:

- Name, role, and date of engagement
- WWCC number, verification date, and expiry date
- Copies of reference check notes and Police Check results (where applicable)
- Training records and completion dates
- Signed Code of Conduct acknowledgements
- Probationary review outcomes

All records are stored securely (password-protected or locked cabinet) and retained indefinitely in line with record-keeping obligations under the Child Safe Standards. Access is restricted to the Child Safe Officer and President.