



SCREENING AND WORKING WITH CHILDREN CHECK REQUIREMENTS DOCUMENT

Date of Approval: February 2nd 2023
Version: 3
Review Date: February 2nd 2024
Policy Type: Board Policy

Review History Table

A Liquid Future's Screening and Working with Children Check Requirements Document will be reviewed on a regular basis. Some circumstances may trigger an early review, this includes but is not limited to legislative changes, organisational changes, incident outcomes and other matters deemed appropriate by the Board and/or Chief Executive Officer. A Liquid Future retains records to document each review undertaken. Records may include minutes of meetings and documentation of changes to policies and procedures that result from a review.

Revised on	Version	Date Endorsed	Approved by	Content reviewed/ Purpose
28/01/2023	2	14/12/2019	ALF Board	Policy Revised
	3	02/02/2023	ALF Board	Policy Revised

Statement

We are committed to providing a safe environment for children. As part of this, we will do everything we can to ensure we recruit personnel and volunteers who do not pose a risk to children. These standards must be met anytime an applicable person is being recruited to work with children or provide a service where they will have unsupervised access to children.

1. Recruitment Standards

Recruitment procedures must ensure:

1. Our child safety commitment is communicated to potential applicants for positions;
2. Child safe duties are part of all A Liquid Future position descriptions;
3. Child safe-related questions are included in all interviews;
4. A minimum of two professional reference checks are undertaken with child safe related questions asked;
5. Screening checks are undertaken, including identity, criminal record, working with children checks and/or qualification checks; and
6. A Liquid Future will ensure that working with children checks and/or criminal history assessments are conducted for employees, contractors and volunteers working with children, where an assessment is required by law.

2. Working with Children Checks

Working with children check laws aim to prevent people who pose a risk from working with children as paid employees or volunteers. Working with children check laws are currently in place in all Australian states and territories.

These laws require individuals involved in areas such as sport and recreation to undertake a check to determine their suitability to work (in a paid or volunteer capacity) with children. Employment screening and working with children checks can involve criminal history checks, signed declarations, referee checks and other appropriate checks that assess a person's suitability to work with children. In some states this also involves reviewing relevant findings from disciplinary proceedings.

A Liquid Future will meet the requirements of the relevant state or territory working with children check laws.

3. Police Checks

A Liquid Future may carry out a Police Check during the recruitment of any employee or volunteer. We retain our own records (but not

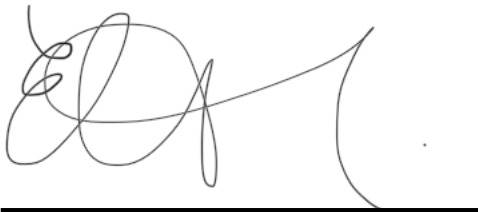
the actual criminal record) if an applicant's criminal history affected our decision-making process.

A Liquid Future requires that any person who works directly with children who has resided overseas in the past 10 years for a period of more than 12 months will be required to complete an International Criminal Record check for each country of residence. If during the recruitment process a person's records indicate a criminal history then the person will be given the opportunity to provide further information and context.

4. Working with children checks at A Liquid Future Events

Any person working or volunteering at a A Liquid Future organised event who requires accreditation (e.g. coach, judge, medical staff, administrator etc.) must provide A Liquid Future with a current copy of their working with children check card/certificate in person when collecting their accreditation.

A Liquid Future reserves the right to withhold accreditation if working with children check information is not provided or take any action it considers necessary in relation to the non-compliance by a person of any working at the relevant event in which they are working or volunteering.



Elizabeth Grace Murray
(CEO)



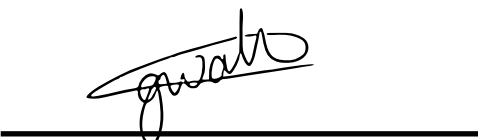
Rory Gollow
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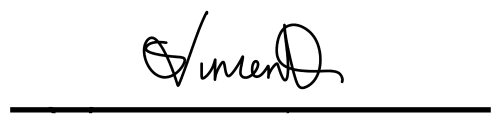
Blaise Hodgson
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Keri Algar Cocks
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Callum Vincent
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