

Southern Cross Kids' Camps Leader Application Policy and Procedure

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Drafted by:	B. McInnes	Board Approved:	11 / 2021
Responsible person:	COO	Scheduled review date:	2 Years

1. Title

Southern Cross Kids' Camps Leader Application and Policy Process (**SCKC Leader Application and Policy Process**)

2. Purpose

The purpose of this Policy provide a consistent process for recruitment of volunteers undertaking the role of Leader at Southern Cross Kids' Camps (**SCKC**).

3. Scope

The SCKC Leader Application and Policy Process applies to all SCKC staff involved in the recruitment of Leaders and all volunteers applying for the role of Leader at SCKC working with children and young people.

This Policy should be read in conjunction with the SCKC National Child Safety Manual including the Child Safety Policy and Procedure and the Child Safety Code of Conduct.

4. Introduction

- 4.1 Southern Cross Kids Camps (**SCKC**) is committed to promoting and protecting the health, safety and wellbeing of all children. We have zero tolerance for child abuse and harm.
- 4.2 If any person believes a child is at immediate risk of child abuse or harm, telephone 000.

5. Commitment to the safety of children and young people

- 5.1 SCKC is committed to providing children and young people with a safe and nurturing environment in which they can learn and thrive.
- 5.2 SCKC supports, values and respects all children and young people, and is committed to their safety, participation and empowerment.
- 5.3 SCKC has zero tolerance for all forms of child abuse or harm against children and young people, and all allegations will be treated seriously in accordance with our policies and procedures.

- 5.4 SCKC is committed to providing a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.
- 5.5 The safety, welfare and best interests of the child are paramount.

6. SCKC Process for Recruiting Leaders

- 6.1 If a person (**the applicant**) expresses an interest in becoming a leader at SCKC, SCKC will request their email address;
- 6.2 SCKC will send a link of an Expression of Interest Form to the applicant and request that they complete the form and nominate their preferred camp, the completed Expression of Interest will be forwarded to the nominated camp Director.
- 6.3 After consideration of the Expression of Interest Form, the SCKC Director or nominee will conduct a minimum of two reference checks of the applicant;
- 6.4 Following reference checks, the applicant will be invited to attend an interview with two senior leaders, including the Director(s) and/or nominee;
- 6.5 Upon successful participation in an interview, the SCKC Director or nominee will request the applicant complete a Leader Application Form;
- 6.6 Upon completion of the Leader Application Form, SCKC will send the applicant an automated acknowledgment email and a copy of the following documents:
 - (a) National SCKC Child Safety Manual containing the SCKC Child Safety Policy and Procedure and the SCKC Child Safety Code of Conduct; and
 - (b) the SCKC Religious Practices Policy.
- 6.7 The applicant must provide a valid Working with Children Check (**WWCC**) or State Equivalent and ensure that SCKC is registered on the WWCC;
- 6.8 The WWCC is recorded by the WWCC Officer in Oho, in accordance with the SCKC Child Safety Policy;
- 6.9 The applicant must participate in all child safety training and other training deemed necessary by SCKC prior to commencing in the role of Leader;
- 6.10 The applicant must read, understand and sign a copy of the SCKC Child Safety Code of Conduct by the conclusion of training referred to in 6.8 above and notify SCKC if they require any further training or do not understand the SCKC Child Safety Code of Conduct.

7. Breach of the SCKC Religious Practices Policy

- 7.1 Breaches of this Policy may result in disciplinary action including termination or dismissal from SCKC.

7.2 Allegations of breach of this Policy may also constitute a breach of the SCKC Child Safety Policy and Child Safety Code of Conduct and will be managed in accordance with any Child Safety Policy and Procedure, relevant Reportable Conduct Scheme and may be the subject of a referral to Police or other government authority.

8. Monitoring, Evaluation and Review

The SCKC Leader Application and Policy Procedure will be reviewed on an as needs basis, or every two years.