

Southern Cross Kids' Camps Leader Application Policy and Procedure

Policy number:	4.4	Version:	2
Drafted by:	B. McInnes	Board Approved:	05/2026
Responsible person:	CEO	Scheduled review date:	24 months

1. Title

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

2. Purpose

The purpose of this Policy is to 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 policies 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 and Torres Strait Islander children and young people are respected and valued.
- 5.6 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 and preferred camp location;
- 6.2 SCKC will send the applicant a link to apply and request that they complete the form. Once completed, the Applicant will appear on the Better Impact Dashboard of the nominated camp.
- 6.3 After consideration of the application, the applicant will be invited to attend an interview with two senior leaders, including the Director(s) and/or nominee
- 6.4 Upon successful participation in an interview, the SCKC Director or nominee will conduct a minimum of two reference checks of the applicant;
- 6.5 Interviews and reference checks must be conducted in accordance with the National Protocols and approved interview and screening question schedules, and may only be carried out by endorsed personnel;
- 6.6 Following satisfactory reference checks, the SCKC Director or nominee will approve the applicant in Better Impact and request the applicant to complete the remaining details in the Leader Application Form;
- 6.7 Upon completion of the Leader Application Form, SCKC will send the applicant an invitation to access the LMS to complete online training and access the following documents:
 - (a) **Attributes of an SCKC Leader**
 - (b) **Child Safety Code of Conduct**
 - (c) **Communication with Children Policy**
 - (d) **National Child Safety Policy and Procedures**
 - (e) **SCKC Commitment to Child Safety**

- (f) **SCKC Leader Application Policy and Procedure**
 - (g) **SCKC Religious Practices Policy**
 - (h) **Southern Cross Kids' Camps Communication with Children Policy (Phone, Zoom and Social Media)**
 - (i) SCKC Staff & Buddy Manual
- 6.8 The applicant must provide a valid Working with Children Check (**WWCC**) or State Equivalent and ensure that SCKC is registered on the WWCC;
- 6.9 The WWCC is recorded by the WWCC Officer in Oho, in accordance with the SCKC Child Safety Policy;
- 6.10 The applicant must participate in all child safety training and other training deemed necessary by SCKC prior to commencing in the role of Leader;
- 6.11 The applicant must read, understand and agree to the SCKC Child Safety Code of Conduct learning module and notify SCKC if they require any further training or do not understand the SCKC Child Safety Code of Conduct.

7. Monitoring, Evaluation and Review

The SCKC Leader Application and Policy Procedure, along with National Protocols and approved interview and screening question schedules, will be reviewed on an as needs basis, or every two years.