

Organisation:	Curling Australia Ltd
Policy Name:	<b>Recruitment Policy</b>
Version Number:	<b>1.0</b>
Date of Approval:	10 June 2025
Policy Coverage:	Recruitment processes upholding all Curling Australia policies
Next Review By:	30 June 2026

# Curling Australia Recruitment Policy

## 1. PURPOSE

This Recruitment Policy establishes Curling Australia's commitment to ethical, transparent, and inclusive recruitment practices, with a strong emphasis on child safeguarding. It aligns with the Curling Australia Code of Conduct, ensuring that all recruitment processes uphold the highest standards of integrity, professionalism, and respect. The policy ensures compliance with the National Integrity Framework (NIF) Policies, Sports Integrity Australia Recruitment and Screening Guidelines, Child Safeguarding Reporting Information, Curling Australia's Education Plan and Curling Australia's Strategic Plan, while upholding fairness, equal opportunity, and integrity in all hiring processes.

## 2. SCOPE

This policy applies to all recruitment and selection processes for employees, contractors, volunteers, and any individual engaged to work with Curling Australia in any capacity, and particularly those in child-related positions.

## 3. DEFINITIONS

**3.1** In this Policy the following words have the corresponding meaning:

**Curling Australia:** The national governing body responsible for the administration, promotion, and development of the sport of curling in Australia. Curling Australia oversees national competitions, implements strategic initiatives, and ensures compliance with integrity and safeguarding policies.

**Child:** A person under the age of 18 years.

**Child-Related Position:** Any role where an individual is responsible for, or works closely with, children, whether paid or voluntary.

**Child Safeguarding:** Measures to protect children from abuse, neglect, harm, and exploitation.

**Grooming:** Behaviour intended to build a relationship of trust with a child or their caregivers to facilitate abuse.

**Integrity Check:** A verification process to assess an applicant's background, criminal history, and suitability for a role.

**National Integrity Framework (NIF):** A set of policies developed by Sport Integrity Australia to ensure safe, fair, and ethical sport practices.

**Sport Integrity Australia:** The national agency responsible for safeguarding integrity in Australian sport through education, policy development, and enforcement.

**Working with Children Check (WWCC):** A screening process that assesses the risk of harm an individual may pose to children.

#### 4. GENERAL PRINCIPLES

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Curling Australia is committed to:

- Conducting recruitment in a fair, transparent, and merit-based manner.
- Complying with relevant employment laws, anti-discrimination laws, and child safeguarding requirements.
- Ensuring all roles involving children and vulnerable persons adhere to the National Integrity Framework (NIF) Policies, including:
  - Safeguarding Children and Young People Policy
  - Member Protection Policy
  - Complaints, Disputes, and Discipline Policy
  - Improper Use of Drugs and Medicines Policy
  - Competition Manipulation and Sport Gambling Policy
- Following the Sport Integrity Australia Recruitment and Screening Guidelines for background checks and risk assessments.
- Upholding the expected behaviours outlined in the Curling Australia Code of Conduct, including:
  - Acting within the rules and Spirit of Curling.
  - Maintaining honesty, integrity, and accountability.
  - Treating all participants with fairness, dignity, and respect.
  - Ensuring professional relationships at all times.
  - Avoiding conflicts of interest and acting in the best interests of Curling Australia.
  - Adhering to safety regulations to provide a secure sporting environment.
  - Complying with all policies under the National Integrity Framework.
- Preventing and mitigating risks to children and young people by applying appropriate screening measures.
- Ensuring a zero-tolerance approach to child abuse, harassment, and exploitation.
- Implementing enhanced screening and monitoring for high-risk positions.
- Aligning recruitment and onboarding with Curling Australia's Education Plan, ensuring that all staff and volunteers complete required integrity, child safeguarding, and professional development training.
- Supporting Curling Australia's Strategic Priorities, including:
  - **Good Governance:** Strengthening governance processes to achieve best practice.
  - **Operational Sustainability:** Ensuring recruitment aligns with long-term workforce planning and investment in people.
  - **Performance Pathways:** Establishing development opportunities for coaches, officials, and athletes.
  - **Sport Engagement:** Expanding national participation and stakeholder engagement.

#### 5. RELATED POLICIES

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This policy is to be read in conjunction with the following policies:

- Curling Australia Code of Conduct
- National Integrity Framework (NIF) Policies:
  - Safeguarding Children and Young People Policy

- Member Protection Policy
- Complaints, Disputes, and Discipline Policy
- Improper Use of Drugs and Medicines Policy
- Competition Manipulation and Sports Gambling Policy
- Sport Integrity Australia Recruitment and Screening Guidelines
- Child Safeguarding Reporting Information
- Curling Australia's Education Plan
- Curling Australia's Strategic Plan

## 6. RECRUITMENT PROCESS

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### Position Identification & Approval

- A job description will be developed, including required skills, qualifications, and integrity-related requirements.
- All positions requiring working with children's clearances must be identified.
- Approval from Curling Australia's management is required before advertising a position.
- All Child-Related Positions must be assessed using the Sport Integrity Australia Child-Related Position Checklist, which includes:
  - Evaluating direct and indirect interactions with children.
  - Identifying positions requiring special child safeguarding training.
  - Ensuring all employees and volunteers understand their child protection obligations.
  - Identifying grooming risk factors and high-risk positions.

## 7. REVIEW AND UPDATES

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This policy will be reviewed annually to align with updates in National Integrity Framework policies, legislation, safeguarding policies, Sports Integrity Australia requirements, Curling Australia's Education Plan, and Curling Australia's Strategic Plan.

Amendments will be communicated to all relevant stakeholders.

## 8. APPENDICES

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The following documents are referenced to support this policy. To ensure access to the most current versions, these documents can be located on the relevant webpages listed below:

### Sport Integrity Australia Resources

- Sport Integrity Australia, Recruitment and Screening of Staff and Volunteers in Child Related Positions Booklet
- Sport Integrity Australia, Recruitment and Screening Checklist
- Sport Integrity Australia, Reporting and Responding to a Breach of Safeguarding Children and Young People Policy Flowchart
- Sport Integrity Australia, Child Protection Reporting and Working With Children Checks for States and Territories Factsheet
- Sport Integrity Australia, Induction of New Volunteers and Staff Checklist

These can be found at Sport Integrity Australia's resources webpage under the section "Safeguarding" and then under "*Resources for Clubs and Sporting Organisations*":

[www.sportintegrity.gov.au/resources](http://www.sportintegrity.gov.au/resources)

## Curling Australia Resources

- *Curling Australia Education Plan*  
Available via Curling Australia's Sport Integrity "Education and Resources" page:  
<https://curling.org.au/sport-integrity/education-and-resources/>
- *Curling Australia Strategic Plan*  
Available via Curling Australia's "Policies and Documents" webpage:  
<https://curling.org.au/policies-and-documents/>

## 9. CONTACT INFORMATION

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For queries regarding this policy, please contact:

Company Secretary  
[secretary@curling.org.au](mailto:secretary@curling.org.au)

This Recruitment Policy was last updated on 12 May 2025.