



## DOGS VICTORIA RECRUITMENT POLICY

### Commitment to Recruitment and Pre-Employment Screening

Dogs Victoria is committed to implementing recruitment and screening practices for all appointments to support Dogs Victoria, Members and Children and Young People Safety.

All recruitment and screening practices must minimise the likelihood that Dogs Victoria will recruit a person who is unsuitable to work / volunteer with Children or Young People.

Dogs Victoria Commitment to Children and Young People Safety requires recruitment practices to action the following

- Employees
  - Dogs Victoria Commitment to Children and Young People Safety is communicated to potential applicants for positions via
    - job advertisements
    - online or in-person interviews where Children and Young People Safety questions are asked
  - applicant to complete a Dogs Victoria Child Safe Standard Role Appointment Details form
  - two professional reference checks
- Volunteers
  - positions with Dogs Victoria Committee positions require Management Committee Approval with the following required for the submissions review
    - Committee Proposal with recommendation
    - Proposed volunteer short biography
    - Child Safety Standard Role Appointment Details form

and

- the relevant screening checks (specific to the role) are undertaken, which may include
  - identity,
  - criminal record,
  - working with children checks
  - qualification checks
  - other checks deemed relevant to the role