

## UNIQ You Recruitment and Screening Policy

*Last Updated: 16 February 2026*

### Purpose

This Recruitment and Screening Policy outlines the systems and processes UNIQ YOU implements to ensure that all personnel engaged in child-related work are suitable, appropriately screened and aligned with the organisation's child safety and cultural safety commitments.

Safe recruitment is a preventative safeguard. It reduces the risk of harm before engagement begins and ensures that individuals working with children demonstrate appropriate values, judgement, professionalism and commitment to safeguarding.

This policy supports compliance with applicable Working With Children legislation in all Australian jurisdictions in which UNIQ YOU operates and aligns with the National Principles for Child Safe Organisations.

### Scope

This policy applies to all Board members, employees, volunteers, advisors, contractors and any individual engaged in child-related work with UNIQ YOU.

It applies to recruitment, onboarding, contract engagement, volunteer appointment and any renewal or extension of engagement.

### Statement of Commitment

UNIQ YOU is committed to child safety and wellbeing and has zero tolerance for child abuse or harm.

We recognise that recruitment processes must actively contribute to safe organisational culture. Safeguarding is not limited to criminal history checks; it includes values-based assessment, reference checking, clear expectations and ongoing supervision.

UNIQ YOU is committed to culturally safe recruitment practices. We value Aboriginal and Torres Strait Islander cultural knowledge, lived experience and leadership. Recruitment systems are periodically reviewed to identify and reduce systemic barriers that may limit representation or cultural inclusion.

## Position Design and Advertising

Position descriptions for roles involving child-related work must clearly state:

- Child safety responsibilities
- Behavioural expectations
- Mandatory reporting obligations
- Requirement to comply with the Code of Conduct and safeguarding policies
- Requirement to hold and maintain a valid Working With Children Check

Role advertisements will include a clear statement of UNIQ YOU's commitment to child safety and safeguarding.

## Screening and Pre-Employment Requirements

All individuals engaged in child-related work must:

- Hold and maintain a valid Working With Children Check relevant to the Australian state or territory in which the work is performed (including Blue Card requirements in Queensland where applicable)
- Provide evidence of identity
- Complete referee checks where appropriate
- Disclose any conflicts of interest or relevant past conduct

Verification of Working With Children clearance must occur prior to commencement. No person may begin child-related duties without confirmation of valid clearance.

UNIQ YOU maintains internal systems to monitor the status of Working With Children clearances and will immediately remove individuals from child-related duties if a clearance is suspended, revoked or expires.

## Values-Based Assessment

Recruitment processes consider not only qualifications and experience, but also:

- Understanding of professional boundaries
- Awareness of child safeguarding responsibilities

- Commitment to cultural safety
- Alignment with UNIQ YOU's values

Interviews for relevant roles may include safeguarding-related questions to assess judgement, ethical reasoning and behavioural suitability.

## Induction and Onboarding

All personnel engaged in child-related work must complete safeguarding induction prior to commencing duties.

Induction includes:

- Review of the Child Safety & Wellbeing Policy
- Review of the Code of Conduct
- Overview of mandatory reporting obligations
- Training on handling disclosures or suspicions of harm
- Introduction to cultural safety principles, including Aboriginal and Torres Strait Islander cultural considerations
- Information sharing and record keeping obligations

Personnel must formally acknowledge their understanding of safeguarding responsibilities.

## Ongoing Monitoring and Supervision

Recruitment and screening are not one-off processes.

UNIQ YOU maintains ongoing oversight of personnel through:

- Performance review discussions that include safeguarding responsibilities
- Ongoing child safety and cultural safety professional development
- Monitoring of Working With Children clearance status
- Review of conduct or complaint trends

Supervision practices reinforce professional boundaries, ethical conduct and cultural safety expectations.

## Managing Concerns Identified During Recruitment

If information arises during recruitment or screening that raises concern regarding suitability:

- The matter will be assessed proportionately
- Additional clarification or documentation may be requested
- Legal advice may be sought where required
- Engagement may be declined

Where a concern relates to potential child safety risk, mandatory reporting obligations will be considered.

## Cultural Safety in Recruitment

UNIQ YOU recognises the importance of inclusive and culturally safe employment practices.

Recruitment processes aim to:

- Respect the cultural rights, identities and perspectives of Aboriginal and Torres Strait Islander peoples
- Reduce systemic barriers in employment pathways
- Value lived experience and cultural knowledge in leadership roles
- Avoid discriminatory practices

Safeguarding expectations apply equally across all cultural contexts, while ensuring responses remain culturally safe and trauma-informed.

## Record Keeping and Confidentiality

All recruitment documentation, screening evidence and clearance records are stored securely in accordance with the Privacy Act 1988 (Cth) and organisational privacy obligations.

Access to screening records is restricted to authorised personnel only.

## Relationship to Other Policies

This policy must be read in conjunction with:

- Child Safety & Wellbeing Policy
- Child & Youth Risk Management Strategy
- Code of Conduct
- Cultural Safety Framework
- Handling Disclosures or Suspicions of Harm Procedure
- Privacy Policy

## Review

This policy is reviewed annually and following any legislative change or significant child safety incident to ensure continued compliance and effectiveness.