

Purpose

This policy ensures that Men's Health Trust NZ's recruitment and selection processes align with legislative requirements, child safety standards, and organisational best practices. It establishes a structured process for recruiting staff, contractors, volunteers, and governance members while prioritising the safety and well-being of children and vulnerable individuals.

Scope

This policy applies to all recruitment and selection processes for paid staff, volunteers, contractors, and governance members for Men's Health Trust NZ.

1. Compliance with Legislation and Child Safety Standards

Men's Health Trust NZ will ensure that all recruitment and selection processes comply with:

- Children's Act 2014 – Identifying and vetting children's workers and core workers.
- Health and Safety at Work Act 2015 – Ensuring a safe work environment.
- Privacy Act 2020 – Protecting candidate information.
- Employment Relations Act 2000 – Ensuring fair employment practices.
- Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations 1996 – Upholding client and staff rights in the hiring process.

All roles will be classified into the following categories:

- Core Children's Workers – Those who work unsupervised with children.
- Non-Core Children's Workers – Those who work supervised with children.
- General Staff and Governance – Roles that do not involve direct interaction with children.

2. Recruitment Process

2.1 Job Advertisements and Position Descriptions

- Clearly define role requirements, responsibilities, and child safety obligations.
- Specify whether the role is classified as a core or non-core children's worker under the Children's Act 2014.

2.2 Application and Screening

- All applicants must submit a completed application form, CV, and references.
- Screening questions will assess suitability for working with children and vulnerable individuals.

2.3 Interview Process

- Structured interviews will include questions about child safety, professional conduct, and ethical considerations.
- Behavioral-based questioning will be used to assess past experiences and risk factors.

2.4 Police Vetting and Criminal History Checks

- Core Children's Workers: Must undergo Police vetting and meet the Children's Act 2014 safety check requirements.
- Non-Core Children's Workers: Must undergo a Ministry of Justice criminal check if applicable.
- General Staff and Governance: May be subject to criminal checks based on role requirements.
- Ongoing vetting and re-checks will be conducted every three years in accordance with legal requirements.

2.5 Reference Checks

- A minimum of two professional references will be required.
- Referees must include at least one previous employer or relevant professional contact.

2.6 Risk Assessment for Hiring Decisions

- If an applicant has a criminal conviction or prior concerns, a risk assessment will be conducted to determine suitability.
- No core children's worker will be hired if they have a Schedule 2 offence under the Children's Act 2014, unless they hold a valid core worker exemption.
- All hiring decisions will prioritise child safety and organisational integrity.

3. Induction and Training

3.1 Onboarding Process

- All new hires must complete a structured induction program, including:
 - Child Protection Training.
 - Health and Safety Policies.
 - Confidentiality and Privacy Training.
 - Emergency and Incident Response Procedures.
 - Complaints and Whistleblower Policy Awareness.

3.2 Probationary Period

- New hires will undergo a three-month probationary period to assess suitability.
- Regular check-ins with supervisors will be conducted to ensure alignment with organisational expectations and child safety standards.

4. Documentation and Record Keeping

4.1 Records

- Maintain secure records of all recruitment and vetting processes, including:
 - Application and interview records.
 - Police vetting and safety check results.
 - Signed Code of Conduct and Confidentiality Agreements.

4.2 Safety Check Register

- A register of all children's workers and their safety check status will be maintained.
- Re-checks will be documented and scheduled in advance.

Policy Review Schedule

This policy will be reviewed annually, or more frequently if significant legislative or organisational changes occur, to ensure ongoing compliance and relevance. Below is the policy review schedule.

Version: 20-03-26 [The latest policy version is identified by the most recent review date]

Last Review Date: 20 March 2026. Reviewed by CEO

Board Approved Date: 23 March 2026

Next review date: By 31 March 2027, aligned with the Annual Plan cycle.

Any enquiries can be directed to:

Ina Michael, CEO - Men's Health Trust NZ

Email: ina@menshealthnz.org.nz

Mobile: 021 418 301