**Volunteer checks template**

**Why consider this?**

For the safety of participants, particularly children, minimum requirements should be met for all roles recruited.

This checklist includes all minimum recommended background checks. Using this as a reference tool ensures you are reminded to meet the minimum recommended checks, and also apply only those that are needed for the role.

**How to use this tool**

To create a tool specific for use in your Club or Association, please insert the information in the **“Copy / Paste”** area below into a document that includes your Club or Association header and any other information believed relevant.

**Making information accessible and available in multiple languages**

Our community is diverse, encompassing multiple language and accessibility needs. We encourage ensuring your information can be available to people with visual disabilities as well as produced in languages relevant to your community, Club or Association.

The Victorian Government provides online resources to assist you with:

* [Language interpretation or translation](https://www.vic.gov.au/interpreters-and-translations)
* [Visual accessibility](https://www.vic.gov.au/make-content-accessible)

**More sport-specific tools about volunteering**

Sport Volunteering is a big topic with many areas where expertise is required. A range of sport-specific resources have been created to assist you in your strategies and practices around volunteers. This tool is one of many tools and factsheets available at [**Volunteering Victoria’s sport specific webpage**](https://www.volunteeringvictoria.org.au/sport-volunteering/). We encourage you to check out the full range of tools and use those which may support and apply to your club.

**Copy / Paste**

|  |  |
| --- | --- |
| **Date:** |  |
| **Name of volunteer:** |  |
| **Position applied for:** |  |

|  |  |
| --- | --- |
| **Proof of identify checks** |  |
| * Current drivers licence sighted
 |  |
| * Medicare card (if applicable) sighted
 |  |
| * Other form of identification sighted if Medicare card not available
 |  |
|  |  |
| **Reference checks** |  |
| * Reference checks from two different organisations. If possible, include organisations where they have previously volunteered
 |  |
|  |  |
| **Qualification checks** |  |
| * For specialist skills, validate skills through reference checks or other means
 |  |
|  |  |
| **Working with Children’s Check** |  |
| * Current Working With Children’s Check sighted
 |  |
|  |  |
| **Police Check (if applicable)** |  |
| If a police check is applicable for a volunteer role, options for provision of a check include: * [National Police Check Certificate](https://www.police.vic.gov.au/apply-national-police-check) (provided by Victoria Police).
* [CrimCheck](https://www.crimcheck.org.au/) is a not-for-profit organisation providing national criminal history checks
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