



## Recruitment and Selection Procedures

Recruitment and selection are critical processes in human resource management aimed at identifying, attracting, and hiring the best candidates for a position.

The procedures typically include the following steps:

1. **Job Analysis and Planning:**
  - Define the role, responsibilities, qualifications, and skills required.
  - Develop a job description and specification.
2. **Sourcing Candidates:**
  - Internal Recruitment: Identify potential candidates within the Society.
  - External Recruitment: Advertise through job portals, social media, recruitment agencies.
3. **Application and Screening:**
  - Receive applications (CVs and cover letters).
  - Screen applications to shortlist candidates based on criteria like experience and qualifications.
4. **Assessment and Testing:**
  - Conduct initial tests (aptitude, technical, or psychometric) to evaluate skills and compatibility.
  - Shortlist candidates who meet the required benchmarks.
5. **Interviews:**
  - Conduct one or more rounds of interviews (phone, virtual, or in-person) to assess interpersonal skills, experience, and cultural fit.
6. **Background Checks:**
  - Verify references, employment history, educational credentials, and other relevant details.
7. **Job Offer:**
  - Extend a formal offer, including salary, benefits, and other employment terms.
  - Allow room for negotiation if necessary.
8. **Onboarding:**
  - Facilitate the integration of the new hire into the organization with orientation and training programs.

Effective recruitment and selection ensure that the Society attracts high-quality candidates.

When recruiting for positions involving children and adults at risk, safeguarding is paramount. By embedding safeguarding into the recruitment process, the Society can protect vulnerable groups and promote a culture of safety and accountability.

The following considerations are essential to ensure the protection of these groups:

1. **Clear Safeguarding Policies:**
  - Establish and communicate our safeguarding policy.
  - Include safeguarding responsibilities in job descriptions and person specifications.
2. **Rigorous Background Checks:**
  - Conduct thorough background checks, including criminal record checks (e.g., Vetting in Ireland, DBS checks in the UK or similar in other jurisdictions).
  - Verify the candidate's identity and right to work documentation.
  - Check the authenticity of qualifications and employment history.



**3. References:**

- Request detailed references from previous employers, particularly those involving work with children or adults at risk.
- Follow up with referees to confirm the information and inquire about any safeguarding concerns.

**4. Behavioural Interview Questions:**

- Include questions designed to assess attitudes toward safeguarding, ethical decision-making, and their understanding of professional boundaries.

**5. Safeguarding Training:**

- Ensure candidates are trained in safeguarding practices or are willing to undertake training promptly after hiring.

**6. Trial Periods and Monitoring:**

- Implement probationary periods to observe the candidate's behaviours and interaction with children or adults at risk.
- Establish regular supervision and feedback mechanisms.

**7. Code of Conduct:**

- Require adherence to a code of conduct outlining appropriate behaviours and reporting procedures for safeguarding concerns.

**8. Reporting Mechanisms:**

- Ensure systems are in place to report and address safeguarding concerns effectively.

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## A. Recruitment Checklist

<b>Contact with children and/or adults at risk</b>	<ul style="list-style-type: none"> <li>• What contact with children/adults at risk will the position involve?</li> <li>• Will the position involve unsupervised contact with children/adults at risk, or does it involve a position of trust?</li> <li>• What other forms of contact will the person have with children/adults at risk, e.g., email, telephone?</li> </ul>	
<b>Defining the role</b>	<ul style="list-style-type: none"> <li>• Have the tasks and skills necessary for the position been considered?</li> <li>• Does the task description refer to working with and having responsibility for children/adults at risk?</li> </ul>	
<b>Key selection criteria</b>	<p>Has a list of essential and desirable qualifications, skills and experience been developed?</p>	
<b>Written application</b>	<ul style="list-style-type: none"> <li>• Have all applicants been asked to supply information in writing, including personal details, past and current work/volunteering experience?</li> <li>• Have application forms been developed?</li> </ul>	
<b>Interview</b>	<ul style="list-style-type: none"> <li>• Have at least two representatives been identified to meet with the applicant to explore information contained in their application?</li> <li>• Have the applicant and application forms been carefully considered, highlighting points to raise at interview, including: The applicant's attitudes towards working with children/adults at risk</li> </ul> <p>Areas you want to explore in more detail;</p> <ul style="list-style-type: none"> <li>• Gaps in employment history;</li> <li>• Vague statements of unsubstantiated qualifications;</li> <li>• Frequent changes of employment?</li> </ul> <p>Potential questions to ask regarding safeguarding:</p> <ol style="list-style-type: none"> <li>1. Why do you want to work with children/adults at risk?</li> <li>2. What experience do you have working with children/adults at risk?</li> <li>3. What is your approach to safeguarding/protection of children/adults at risk at work?</li> <li>4. What do you think some of the challenges might be when working with children/adults at risk?</li> <li>5. What is your attitude to safeguarding and child protection?</li> <li>6. What would you do if you were concerned about a child/adults at risk's behaviour?</li> <li>7. How do you recognise a safeguarding issue?</li> <li>8. What have you done in the past year to improve safeguarding in your workplace?</li> </ol>	



	9. Are you aware of the legislation in your country with regard to safeguarding children and adults at risk?	
<b>Declaration</b>	<ul style="list-style-type: none"> <li>Has the successful applicant been asked to sign a declaration stating that there is no reason why they would be considered unsuitable to work with children/adults at risk?</li> <li>Has the successful applicant been asked to declare any past criminal convictions and cases pending against them?</li> </ul>	
<b>Identification</b>	<ul style="list-style-type: none"> <li>Have applicants been asked, where necessary, for photographic documentation to confirm their identity and place of residence?</li> <li>Will documentation relating to the applicant's identity and relevant qualifications be checked at the interview?</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Are applicants asked for documentation to confirm their qualifications?</li> </ul>	
<b>Police Checks</b>	<ul style="list-style-type: none"> <li>Does the position require the applicant to be police checked?</li> <li>Has the applicant been informed that they may need to undergo police checked before they take up any appointment?</li> </ul> <p>Does this applicant require a certificate of police clearance from other countries in which they have worked/volunteered?</p>	
<b>Records</b>	<ul style="list-style-type: none"> <li>Are details of the selection/induction process retained in the personnel file of the successful applicant? Are references kept on file as part of the record of the recruitment process?</li> <li>Are personnel informed that information such as application and declaration forms are held on file?</li> </ul>	
<b>Confidentiality</b>	<ul style="list-style-type: none"> <li>Is information about the applicant only seen by those directly involved in the recruitment process?</li> <li>Are applicants reassured that information about them, including information about convictions, will be treated in confidence and not used against them unlawfully?</li> </ul>	
<b>References</b>	<ul style="list-style-type: none"> <li>Are applicants asked to supply the names of two referees who are not family members, or who are not involved in the recruitment process, and ideally who have first-hand knowledge of the applicant's experience of work/contact with children/adults at risk?</li> <li>Are referees asked specifically to comment on the applicant's suitability to work with children/adults at risk?</li> <li>Are all references provided in writing and verified by a follow-up telephone call?</li> </ul>	
<b>Suggested questions for referees</b>	<ul style="list-style-type: none"> <li>The post involves substantial access to children/adults at risk. We are committed to the welfare and</li> </ul>	



	<p>safeguarding of children/adults at risk. Have you any reason at all to be concerned about this applicant being in contact with children/adults at risk?</p> <ul style="list-style-type: none"><li>• How long have you known this person?</li><li>• In what capacity?</li><li>• Would you have any hesitation in them taking up this position?</li></ul>	
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## Checklist for Personnel File

Position: \_\_\_\_\_ Personnel Name: \_\_\_\_\_

No	Activity	Considerations	Yes/No/ N/A	Signature & Date of person confirming
1	Job Analysis Hiring Authorisation Form	<ul style="list-style-type: none"> <li>a) Police Clearance/Vetting Risk Assessment</li> <li>b) Level of access to vulnerable groups</li> <li>c) Level of responsibility to implement Safeguarding and Complaints Follow-up</li> </ul>		
2	Job Advert	<ul style="list-style-type: none"> <li>a) Has a line on Safeguarding (and Code of Conduct) been included in the advert for the position</li> </ul>		
3	Job Description	<ul style="list-style-type: none"> <li>a) As a minimum has a line on safeguarding and code of conduct been included in the Job Description</li> <li>b) Has the job description reflected responsibilities specific to safeguarding implementation</li> <li>c) Is the level of contact with vulnerable people clearly defined</li> </ul>		
4	Interview – Questions	<ul style="list-style-type: none"> <li>a) Have questions (relevant to the role) on Safeguarding been included in order to establish the candidates understanding and attitudes to safeguarding</li> </ul>		
5	Interview – Closing	<ul style="list-style-type: none"> <li>a) Has the candidate been reminded of our policies and that she/he will be expected to sign and commit to these</li> <li>b) Has the candidate been informed and confirmed their permission in relation to safeguarding as part of reference checks (i.e. suitability to work with vulnerable groups)</li> <li>c) Where relevant has the candidate been reminded of Police clearance/vetting if applicable</li> </ul>		
6	References	<ul style="list-style-type: none"> <li>a) 2 references received (one of which to be from current or most recent employer)</li> <li>b) Has the referees identify been confirmed (through organisation, organisation e-mail)</li> <li>c) Has relevant questions on Safeguarding been included as part of reference checks</li> </ul>		
7	Checking Identity and other items	<ul style="list-style-type: none"> <li>a) Have you asked to see the successful candidates original photo ID (Passport or National ID)</li> <li>b) Have you asked to see relevant certificates of qualifications</li> </ul>		
8	Police Clearance/Vetting	<ul style="list-style-type: none"> <li>a) Is police clearance required for this role? Has this been processed?</li> </ul>		
9	Signing Declaration Forms	<ul style="list-style-type: none"> <li>a) Received signed Self-Declaration Form</li> </ul>		



10	Signing Code of Conduct	a) Received signed Code of Conduct		
11	Training	a) Has the candidate been enrolled for induction on the Code of Conduct and Safeguarding Policy		



## Self-Declaration Form

The information contained in this form will be kept securely by .....(Name of Parish/Project).  
The principle that the welfare of children and adults at risk must be the paramount consideration.

### Who should complete this form?

.....(Name of Parish/Project) ask that everyone, who will come into contact with children/adults at risk or the personal details of children/adults at risk, abide by good practice by completing and signing this declaration.

Do you have any prosecutions pending, or have you ever been convicted of a criminal offence or been the subject of a caution?

Yes       No

If yes, please state below the nature and date(s) of the offence(s).

Date of offence \_\_\_\_\_

Nature of offence \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards a child/adult at risk?

Yes       No

If yes, please provide details including date(s) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Full name (print) \_\_\_\_\_

Any previous surname \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Date of birth \_\_\_\_\_ Place of birth \_\_\_\_\_





What role/position are you currently applying for?

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**Declaration**

I understand that if it is found that I have withheld information or included any false or misleading information above, I may be removed from my post, whether voluntary or paid, without notice.

I understand that the information will be kept securely by ..... (Name of Parish/ Project).

I declare that the information I have provided is accurate.

Signed \_\_\_\_\_ Date \_\_\_\_\_