



## Recruitment Checklist

<p><b>Contact with children and/or adults at risk</b></p>	<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>	
<p><b>Defining the role</b></p>	<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>	
<p><b>Key selection criteria</b></p>	<p>Has a list of essential and desirable qualifications, skills and experience been developed?</p>	
<p><b>Written application</b></p>	<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>	
<p><b>Interview</b></p>	<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>	



	<p>9. Are you aware of the legislation in your country with regard to safeguarding children and adults at risk?</p>	
<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 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?</li><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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