

Safe Recruitment and Selection Checklist for Employees and Volunteers.

<p>Contact with children</p> <p>What contact with children will the job involve?</p> <p>Will the employee/volunteer have unsupervised contact with children or hold a position of trust?</p> <p>What other forms of contact will the person have with children, e.g. email, telephone, letter, internet?</p>	
<p>Defining the role</p> <p>Have the tasks and skills necessary for the job been considered?</p> <p>Does the job description make reference to working with and having responsibility for children?</p>	
<p>Key selection criteria</p> <p>Has a list of essential and desirable qualifications, skills and experience been developed?</p>	
<p>Written application</p> <p>Have all applicants been asked to supply information in writing including personal details, past and current work/volunteering experience?</p> <p>Have you developed application forms?</p>	
<p>Interview</p> <p>Have at least two representatives from the organisation been identified to meet with an applicant to explore information contained in their application?</p> <p>Have the applicant and the application forms been carefully considered, highlighting points to raise in interview including:</p> <ul style="list-style-type: none"> • the applicant's attitudes towards working with children • areas you want to explore in more detail • gaps in employment history • vague statements or unsubstantiated qualifications • frequent changes of employment 	

<p>Declaration</p> <p>Have applicants been asked to sign a declaration stating that there is no reason why they would be considered unsuitable to work with children?</p> <p>Have applicants been asked to declare any past criminal convictions and cases pending against them that would have implications for their work with children. Consider the post applied for, e.g Driving Conviction if they are going to drive youth club members, etc?</p>	
<p>Identification</p> <p>Have applicants been asked for photographic documentation to confirm their identity e.g. birth certificate, passport?</p> <p>Is documentation relating to the applicant's identity and relevant qualifications checked at interview?</p>	
<p>Qualifications</p> <p>Are applicants asked for documentation to confirm qualifications?</p>	
<p>References</p> <p>Are applicants asked to supply the names of two referees who are not family members and, ideally, who have first-hand knowledge of the applicant's experience of work/contact with children?</p> <p>Are referees asked specifically to comment on the applicant's suitability to work with children?</p> <p>Are all references provided in writing and followed up with a telephone call or in person?</p> <p>Is the identity of referees verified?</p>	
<p>Vetting procedure</p> <p>Has the vetting procedure that you will need for your selected applicant been considered?</p> <p>Has the applicant been informed that you will need to conduct essential background checks before they take up any appointment?</p>	
<p>Records</p> <p>Are details kept of the selection and induction process on the personnel file of the person appointed?</p>	

<p>Are references kept on file as part of the record of the recruitment process?</p>	
<p>Confidentiality</p> <p>Is information about the applicant only seen by those directly involved in the recruitment process?</p> <p>Are applicants reassured that information about them, including information about convictions, will be treated in confidence and not used against them unfairly?</p>	