**Safer Recruitment Checklist**

Robust vetting checks are an essential part of safer recruitment. Safer recruitment is vital as it contributes towards a safe environment and also communicates to potential staff and associates that the organisation is committed to keeping people safe from harm.

The below checklist provides a summary of key components to provide the necessary level of assurance that your organisation is taking all reasonable steps to safely recruit.

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| Tick | Checklist | Guidance |
|  | TOR/Job Description | Identify safeguarding risk levels related to the role and include safeguarding responsibilities as applicable.  Remember to always include a reference to organisational values. |
|  | Advertising | Include a statement about the organisation’s commitment to safeguarding and keeping people safe, and insert a link to the safeguarding policy online. |
|  | Application | Always use a standard application form covering essential information, to obtain a common set of information from all applications[[1]](#footnote-1).  Include questions on sexual misconduct, child safeguarding and workplace sexual harassment to be addressed by the potential applicant in their application. |
|  | Shortlisting | Check information in every candidate’s application to make sure it is fully and properly completed and to establish if there are any inconsistencies or gaps in employment history. |
|  | Interviews | Include a safeguarding question which also explores attitudes, values and motivation. |
|  | Verification checks | Verify the successful applicant’s employment history, identity and qualifications (where applicable). Offers should not be confirmed until all checks are in place. |
|  | References | Obtain a minimum of two professional references from prior employers and follow up on any concerns. Consider verbal reference checks for positions to complement written references. |
|  | Police checks/self-declarations | Complete a police check for roles working directly with vulnerable groups, including children, GBV survivors, persons with disabilities, LGBTIQ persons etc.  Where this is not possible, applicants can be asked to sign a self-declaration form confirming that they have no criminal convictions or cautions. |
|  | Induction | Require all new hires to sign the Code of Conduct (provided to them in a language they understand)  Provide mandatory onboarding safeguarding training covering essential awareness, including how to make a report. |
|  | Probation and performance management | Ensure that probationary and performance management arrangements are put in place and clearly explained to the new starter including what will happen if they are assessed as underperforming, and/or if any concerns about their behaviour or conduct materialise. |

1. NB It is not recommended to accept resumes/CVs in place of an application form because they will only contain information the applicant wishes to present and may omit relevant details. [↑](#footnote-ref-1)