

# Safe Recruitment Checklist

## A. Development of Job Description

- Conduct a basic assessment to identify SEA and other safeguarding risk levels related to the role, including:
  - Does the post involve one-to-one contact with children or other vulnerable groups as employees or clients?
  - What level of supervision will the post-holder receive? Is it unsupervised? Does it involve working in isolation?
  - Does the post involve any direct responsibility for finance or items of value?
  - Does the post involve direct regular contact with the public?
  - Are there any safeguards which can be put in place to minimize any potential risks?
- Make sure HR personnel, Leadership and others involved in the recruitment process, including interviews, are fully briefed on the PSEA policy and other safeguarding policies.

## B. Job announcement and application stage

- Include PSEA and safeguarding clause in all job advertisements or position terms of reference. (Annex A)
- Require applicants to disclose prior issues of sexual or other misconduct and termination of past employment.
- Require applicants to consent to the disclosure of any misconduct or termination information by their former employers in job application.
- Consider rejecting the candidate if candidate:
  - responds in the affirmative to prior issues of misconduct, or
  - fails to consent to the disclosure of any misconduct, or
  - if former misconduct is discovered during the vetting process.

## C. Interview stage

- Include questions on PSEA and Child Safeguarding in interview. (Annex B)

## D. Reference checks

- Vet for former misconduct (e.g., prior criminal records, JMK background check).
- Consider verbal/oral reference checks to complement written references.
- Conduct and verify reference checks with the current/former employer of the potential candidate, including to confirm that there have been no prior confirmed instances/conclusive investigations of misconduct (Annex C).
- Pay attention to long or sudden gaps in the individual's working history, and question the reason behind the gaps, during the interview stage and for potential candidates during the reference checks and selection process.

## E. Induction stage

- Require candidates to sign the Child Protection Policy and Code of Conduct before being offered a contract.
- Include a PSEA clause in employment contracts, including when subcontracting. In the contract, outline disciplinary measures in the event of proven SEA allegations (e.g., termination of contract).
- Include training in PSEA and/or Child Safeguarding as part of mandatory onboarding process and provide refresher courses at regular intervals during employment tenure.

## F. Performance management

- Include adherence to Code of Conduct (e.g. participation in PSEA trainings) in performance appraisals of staff.
- Include effectiveness of creating and maintaining an environment which prevents and responds to sexual exploitation and abuse in staff performance appraisals.
- Limit professional advancement opportunities of individuals under investigation.
- In cases of confirmed inappropriate behaviour, take robust disciplinary action (e.g., dismissal, suspension, written censure or other corrective measures) and, where this involves possible criminal conduct, report the incident to law enforcement authorities.
- Maintain a database of disciplinary measures on staff, including dismissals, to avoid rehiring them at a later point in time (Annex D). Ensure data protection and inclusion in handover process.
- Consider developing a misconduct disclosure policy so that information of any staff known to have committed SEA is shared with an organization considering employment of a particular staff member to avoid rehiring transgressors

## Annex A: Sample PSEA clause for Job Advertisements

The National Early Childhood Intervention Council (NECIC) has **Zero tolerance** towards any form of violence against its beneficiaries, including discrimination of persons with disabilities, child abuse and sexual exploitation. Protection from Sexual Exploitation and Abuse (PSEA) and child protection is everyone's responsibility and all staff are required to abide by the Child Protection Policy and Code of Conduct at all times (both during work hours and outside of work hours). All staff must ensure that they understand and act in accordance with the Child Protection Policy and Code of Conduct.

## Annex B: PSEA and Child Safeguarding Questions during Interview with Candidate

Below are sample questions, not all questions need to be asked.

- Have you ever been investigated for a breach of your organization's Code of Conduct, safeguarding or PSEA policy?
- The Organisation's Code of Conduct applies to all staff, both on and off duty. Do you have any issues with that?
- All staff in the organisation are required to complete training on Child Protection and PSEA in the workplace. Are you willing to take part in and complete such trainings?
- Tell us about a time when you witnessed a case of abuse of power in the workplace. What action, if any, did you take? What did you learn?
- Consider this scenario: One of your team members, tells you in confidence that another team member behaved in an inappropriate way, making sexual jokes and sending pornographic images, with some female beneficiaries. Your team member feels very uncomfortable but asks you not to say anything, as they are concerned that it would damage the work relationship if their colleague discovers that they have reported on him/her. What would you do? Who else should be informed?
- What measures would you take to:
  - ensure you are promoting an environment within your team/organisation which prevents sexual exploitation and abuse,
  - promotes the implementation of the organisation's code of conduct,
  - ensure that systems are developed to maintain an environment that prevents sexual exploitation and abuse and safeguards children.

## Annex C: Reference Checks for PSEA

Name: \_\_\_\_\_

Job title: \_\_\_\_\_

### Screening Questions during Reference Check

#### General questions:

1. How did you know the candidate and how long have you known her/him?
2. Hypothetically, would you like to employ or work with the candidate again? Why or why not?

No.	Item	Yes	No
1	Would you have any concerns about the candidate working with children or young people?		
2	Do you know of any instances where the candidate has demonstrated inappropriate touching, physical contact and inappropriate relationship with children or young people?		
3	Do you know of any instances where the applicant has acted outside the boundaries of his/her role?		
4	Did the candidate have existing sexual exploitation and abuse investigation/allegations?		
5	Did the candidate leave the organisation while being investigated for sexual exploitation and abuse allegation?		
6	When the candidate was employed with the organisation, were there any sexual exploitation and abuse allegations brought up against the candidate?		
7	Did the candidate have any criminal records? If yes, please tell us more.		

#### Additional comments:

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#### Other documents or statements

No.	Item	Yes	No
1	Referee 1		
2	Referee 2		
3	JKM background check		
4	Proof of completion of training in child protection and/or prevention of sexual exploitation and abuse (if available)		

### Annex D: Database of Disciplinary Measures

Ensure data protection by storing file securely (e.g., password protected, not in a shared folder and only accessible to select, relevant individuals who are trained on data protection requirements). If hard copy records are kept, make sure this is safely stored in a locked cabinet.

Name of Staff	Contract Start Date	Contract End Date	Type of misconduct alleged	Allegation substantiated/unsubstantiated	Comments