

Safeguarding Checklist



Recruitment, Screening and Selection

This checklist is designed to help you obtain feedback as to the effectiveness and understanding of your Safeguarding policy and procedures for the recruitment of employees, contractors and volunteers.

Name			Date Completed		
			Yes	No	Comments
Does your organisation's recruitment, screening and selection policies and procedures include:					
A documented recruitment process for all roles?					
Clear position descriptions for all roles, including role responsibilities in respect of safeguarding and protection of vulnerable people?					
Access for all candidates to a copy of the organisation's safeguarding policies and procedures?					
Interview questions to establish a candidate's existing knowledge of safeguarding / protection of vulnerable people and their suitability to work with vulnerable people?					
An interview panel that includes a person with a working knowledge of the organisation's safeguarding policies and procedures?					
A requirement for at least two reference checks, including the most recent direct manager/s of the candidate?					
Reference questions confirming the candidate's identity and suitability to work with vulnerable people?					
Obtaining Working with Children check/s; Police check/s and any other background check/s required by relevant legislation?					
A comprehensive induction program for all new employees, contractors and volunteers covering safeguarding and protection of vulnerable people?					
A Code of Conduct that sets out clear expectations of appropriate behaviour for all staff within your organisation?					

This checklist may assist you in the employment process for staff who work with vulnerable people and their understanding and capability for safeguarding.

Note: This checklist is not exhaustive. It is a guide only and your organisation's specific context should always be taken into account.

Note: Please contact your insurance broker for full information on your Safeguarding insurance coverage.