

## 6) Recruitment and induction procedures, including screening

### Why screening is important

If someone poses a risk of perpetrating sexual exploitation or abuse, including sexual harassment or any other form of harm to the people we serve, staff or volunteers, they must not be involved in delivering any Red Cross and Red Crescent activities.

Taking steps to ensure that our personnel do not pose any risk to the people we serve, or to other personnel, is crucial. That's why we have screening measures in place that start before someone is selected to work or volunteer with the Red Cross and Red Crescent and continue throughout their appointment. Screening personnel for PSEA applies to everyone in an organization.

### Actions

Share the IFRC **Code of Conduct** and **PSEA Policy** or local National Society PSEA policies with all personnel.

All personnel must sign the staff Code of Conduct and PSEA Policy, acknowledging they have read the policies and agree to their terms.

Make sure all personnel complete a **briefing** on PSEA as part of their induction. This should include briefing on expected standards of behavior, PSEA policy and how to **recognize, respond to and report concerns**, as well as training which explains **power and privilege** and how it can lead to SEA. This can be done using National Society, IFRC or external agency tools.

## Data protection

means complying with the rules and regulations in the given country in terms of how the information should be stored and when it needs to be deleted. For example, Article 10 of the European Union General Data Protection Regulation (GDPR) states that any employer who is processing criminal convictions personal data can only do so where a lawful basis exists to justify that processing and national law permits that processing (and puts in place appropriate safeguards).

Ensure all personnel have completed a screening. There is no one comprehensive check but a combination of checks is recommended, as appropriate for the role and responsibilities of the staff member and whether they have contact with people in crisis. For example:

- **Questions at interview** which test values and understanding of PSEA.
- **A police record check.** Where this is not viable, local community leaders can be asked to certify that personnel do not pose harm.
- **At least two personal references** confirming the person does not pose a risk to others.<sup>8</sup>
- **A Statement of Conduct** from the current and most recent employers to cover a period of five years (if possible). See **Tool 6** for a legally robust Statement of Conduct template, developed through the Inter-Agency Misconduct Disclosure Scheme<sup>9</sup>.
- Personnel should sign a **personal statement** confirming that they have never been convicted of, are not currently suspected of, or are not being prosecuted for, any offence involving any type of harm to another person. They must declare that there is no element which could affect their suitability to work with volunteers, staff or people the Red Cross and Red Crescent works with in communities.

A **probationary period** for new recruits (e.g. a 3-6 month period) provides an opportunity for review of performance and, in the case that an individual is not demonstrating a good fit with the values and behavior expected by the organization, the probationary period may be extended or the contract terminated.

**Maintain screening records** in line with relevant data protection rules and regulations, including the application form, interview form, personal and police reference checks.