

Recruitment and Induction Checklist

The following is a checklist of actions taken to ensure safer recruitment.

Name of candidate:	Click or tap here to enter text.
Role:	Click or tap here to enter text.
National Society:	Click or tap here to enter text.

<p>I. Job Description</p> <p>The job description involved/ includes:</p>	<p><input type="checkbox"/> Assessment of the associated safeguarding risks related to the position</p> <p><input type="checkbox"/> NS Code of Conduct is mentioned as requirement to meet job description</p> <p><input type="checkbox"/> Safeguarding as a responsibility</p> <p><input type="checkbox"/> Mention that a police records check and references will be taken</p>
<p>II. Job Advertisement</p> <p>The job advertisement was:</p>	<p><input type="checkbox"/> Advertised on a wide range of sites</p> <p><input type="checkbox"/> Included NS's commitment to safeguarding and PSEA</p> <p><input type="checkbox"/> Included that candidates will be subject to a vetting process</p>
<p>III. Shortlistings</p> <p>The process involved:</p>	<p><input type="checkbox"/> At least two people involved in shortlisting</p> <p><input type="checkbox"/> Applications shortlisted included two references</p> <p><input type="checkbox"/> Diversity and gender-balance was considered</p>
<p>IV. Interviews</p> <p>The interviews included:</p>	<p><input type="checkbox"/> Two or more people on the panel</p> <p><input type="checkbox"/> Asking about candidate's motivation for applying to the role</p> <p><input type="checkbox"/> PSEA and safeguarding-related questions</p>

V. Reference checks

Checks involved:

- References included candidate's last employer
- Referees are asked PSEA-related questions
- References are screened for PSEA-related information
- References are in written form, where possible
- Candidate wrote a statement of conduct

VI. Induction

Induction included:

- Probationary period of 3-6 months
- Records of the interview and vetting process are kept
- Candidate read and signed code of conduct
- Candidate read and signed PSEA policy
- Candidate briefed on how to recognise, respond and report SEA
- Candidate completed the e-module: **Introduction to Child Protection**
- Candidate completed the e-module: **Introduction to Protection from Sexual Exploitation and Abuse (PSEA)**
- Candidate attended in person PSEA training