

Safer Recruitment and Induction Procedures Guidelines

Safer recruitment and induction procedures including screening are key to ensure that individuals who may perpetrate SEA are not hired by the RCRC Movement. The following offers guidance on measures to ensure safer recruitment and induction throughout the hiring process. This guidance follows the typical hiring process illustrated below. guideline is accompanied by the risk register tool.



Development of the job description

Before writing the job description, the associated risks with the position must be assessed according to the degree of direct contact with community members and/or children. If the role involves direct contact with community members that would pose a higher risk.

- The National Society's Code of Conduct and/or PSEA policy should be mentioned as part of the obligatory requirements to meet in the job description.
- Safeguarding responsibilities should be added to all job descriptions as it is everyone's responsibility.
- The job description should note that successful candidates will be required to undergo a police records check or a check with relevant authority or community leaders and sign a personal statement confirming that they have never been convicted of, are not currently suspected of, or are not being prosecuted for, or have a reputation for causing any offence involving any type of harm to another person.
- For jobs which do not require a formal application process, safeguarding responsibilities should be communicated.

Job advertisement

- Where possible, diversify where the job is advertised to reach a wide range of people as possible. When there is more diversity better gender balance in staff, incidents of SEA are less prone to occur.
- In cases where jobs will not be advertised in regular communication channels, like in the case of some community-based volunteer jobs, ensure that the job is advertised using 'word of mouth' communication to a diverse variety of people in the community.
- The job advertisement should clearly communicate the National Society's commitment to safeguarding and PSEA. This could be through including a link to the National Society's PSEA policy.
- When applicable, include that the candidate will be subject to a vetting process including a police records check or other relevant checks from authority entities or community leaders in the advertisement.

Shortlisting

- Applications shortlisted must include two referees including the candidate's most recent employer.
- At least two people should be involved in the shortlisting process to ensure nothing is missed.
- Diversity and gender-balance must be considered when shortlisting candidates.

Interviews

- The interview panel should have at least two people and should be as diverse as possible.
- The interview should explore the candidates':
 - Attitudes towards issues related to safeguarding, PSEA and abiding by the code of conduct
 - Motivation behind their application for this role.
 - Past behaviour that may indicate their behaviour in the future.
- Where applicable, ask about reasons for gaps in the candidate's employment history
- Safeguarding-related questions must be asked during the interview. Below are some example interview questions.

Safeguarding-related interview questions

- Are you happy to sign and abide by the code of conduct?
- Is safeguarding important? Why?
- Do you think safeguarding is your responsibility?
- Have you ever reported a safeguarding concern? How was it handled?
- What minimum standards do you expect to be in place to protect the communities we work with?
- Are some groups within communities more vulnerable to sexual exploitation and abuse (SEA)? Who are they?
- If applicable - Explain your motivation behind wanting to work directly with the community?
- What measures would you take to promote a safe organisational culture?

Reference Checks

- At least two references should be gathered when hiring staff or a volunteer.
- Any offer of employment should be subject to clearance from the candidate's referees.
- References should include the candidate's last employer.
- References should be made in writing where possible and should be addressed directly to the enquirer, reference emails beginning with "To who it may concern" may be suspicious.
- Where receiving references in writing is not possible, as might be the case with employing volunteers from the community, recording phone conversations with referees like community leaders and peers could be considered as an alternative.
- The candidate may also be asked to produce a statement of conduct which would be requested from the most recent employer. See **Tool 6** for an example statement of conduct.
- References must be screened to ensure that the referee has answered all the questions. The information provided by the referee should be then compared with the information provided by the candidate and any discrepancies should be noted.
- The following are example questions to ask referees

Example reference questions

- What is your relationship with the candidate?
- How long have you known the candidate?
- Have you managed the candidate directly?
- Has the candidate ever violated the organisation's code of conduct or committed any acts of SEA or sexual harassment in the workplace, or have you ever suspected the candidate of doing so?
- Would you consider the candidate suitable to work with vulnerable people including children?

Induction

- A probationary period of 3-6 months should be given to new recruits as it provides an opportunity to review the recruit's performance and behaviour.
- The interview, vetting and screening records should be kept in accordance with local laws on data protection.
- The new recruit must read and sign the National Society's code of conduct and PSEA policy.
- The new recruit must complete the IFRC e-learning module on PSEA and Child Safeguarding as well as an in-person PSEA training.
- The new recruit should receive a briefing on how to recognise, respond and report SEA, how to access the IFRC child safeguarding policy, anti-harassment policy, and gender and diversity policy. They should also be made aware on who the PSEA focal points are and how to contact them.