

# Safeguarding Checklist – Recruitment, Screening and Selection

*This checklist is designed to assist you in recruiting, screening and selecting candidates to ensure they are suitable and supported in roles involving working with children, young people or vulnerable people.*

*This is not an exhaustive list. A 'No' response to any question indicates that further planning and investigation is required to effectively manage associated risk.*

## Person Completing the Checklist

Date completed \_\_\_\_\_

Safeguarding Policy and Procedure						
	Yes	No	NA	Actions if answered No	Who	By When
Do all recruitment advertisements state the organisations position of Zero Tolerance to preventing abuse?						
Do all position descriptions outline Safeguarding capability knowledge and responsibilities?						
Do you use the same process to interview staff, volunteers and contractors?						
Are Interview questions asked to establish a candidate's knowledge of safeguarding and suitability to work with children, young people or vulnerable people?						

Do you require at least two references, including the candidate's most recent direct manager/s?						
Are referees asked mandatory safeguarding-related questions to determine a candidate's suitability to work with children, young people or vulnerable people?						
Do you require candidates to have a Working with Children check/s; Police check or any other background check required by relevant legislation?						
Are persons under investigation or with prior convictions prohibited from working or volunteering in roles that have contact with children, young people or vulnerable people?						
Does your induction program discuss your safeguarding policy and incident reporting process?						
Does the induction program discuss behaviours outlined in the Code of Conduct?						
Is annual safeguarding training provided to the governing body (e.g. board) staff, volunteers and contractors?						
Is annual training mandatory for all governing body (e.g. board) members, staff, volunteers and contractors?						
Does the annual training reinforce the organisations safeguarding policy and incident reporting process?						
Does the annual training discuss mandatory reporting obligations?						

Are records maintained for all staff members, volunteers and contractors who have completed safeguarding training?						
Is Safeguarding a standing agenda item at all staff meetings?						

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