

## Risk assessment of recruitment and selection in your organisation

Human Resources/Recruitment and Selection	Met (or) Partially met (or) Unmet	Areas of improvement
Does your recruitment process consider and evidence the level of safeguarding risk in a job role?		
Do you have different levels of recruitment and security checks commensurate with safeguarding requirements of the role?		
Does your HR policy depict a well-planned interview process?		
Do interviewers have the relevant experience and knowledge of current safeguarding practices?		
If the role is for those working directly with vulnerable groups, then does your policy include specific questions in the interview that draw out people's attitudes and values in relation to the protection of children and/or vulnerable adults?		
Does your organisation require up to two references, including from previous employers or others who have knowledge of the candidate's experience and suitability to work with children and/or vulnerable adults?		
Does your organisational policy require that background checks should be carried out for all prospective employees?		
Does your recruitment policy include a criminal background check on candidates? In particular, specifically where the programme would involve working with children or vulnerable adults.  (Note criminal record checks vary from country to country and could be called different things. The rule of thumb is to check the countries in which the candidate was residing in for the last 5 years. Alternatively, an international criminal records check can be undertaken).		
Does your organisation make use of probationary periods of employment to ensure suitability once in post?		