

Tip sheet



Safe Recruitment



This tip sheet covers general safe recruitment practices for organisations in Eastern Europe.

Safe recruitment is key to effective safeguarding

- All staff and volunteers, have the **power to perpetrate violence against those they are there to help**, including sexual, physical or verbal violence and discrimination.
- It is important to **recruit people with an understanding or willingness to learn about safeguarding**. This can contribute to a safer organisational culture.
- **There must be commitment to safeguarding at all levels of an organisation**. It is important to recruit leaders, including board members, who are committed to safeguarding.

REMEMBER:

- **Take a risk-based approach:** Consider how recruitment decisions for staff and volunteers may pose risks to different people in your context.
- **Always prioritise safeguarding people over timeframes and other pressures:** Safeguarding must remain a top priority regardless of other competing pressures such as urgency of delivering support. If you relax your approach to safeguarding, you increase the risk that safeguarding issues will arise.

Job description and application process

- Ensure all **job and volunteer descriptions** include safeguarding responsibilities and refer to your organisation's Code of Conduct and Safeguarding policy.
- Ensure your application process includes a section for applicants to **self-declare prior issues of sexual or other misconduct or legal convictions**.

Advertising

- Where possible, staff and volunteers should represent the **diversity of the people they are working with and for**. This helps build a greater understanding of and respect for differing perspectives and contributes to a safer environment for all.
- **Use different communications** to attract a diverse group of applicants. For example, webpages, social media, radio, newspapers, universities, speaking to community leaders.

Shortlisting Applications

- Aim to **shortlist a diverse team** that reflects the diversity of the people they are working with and for. For example, consider gender, disability, ethnic group, language and other different characteristics that exist where you work.
- Ensure **two or more people with relevant experience are involved in the shortlisting process**. For roles working with communities, it may help to involve community members.

Interviews

- Ensure there are at least two people on the **interview panel** and that the panel is as diverse as possible.
- **Volunteers and community workers should be interviewed** where possible.
- Interviews should be structured to understand the applicant's:
 - **Attitudes and values** towards participants, at-risk adults, women and children
 - **Motivation** to work for your organisation in the relevant position
 - **Past behaviour** since this can indicate likely future behaviour.

For more information read this safeguarding interview question [check list](#).

Reference checks and vetting

- Collect a **minimum of two references** from previous managers, peers or individuals in another organisation/ profession. Where possible these should be collected in writing, and where not, consider audio files, conversations and community-led references.
- Ensure **references answer all questions in this [check list](#)**.
- Conduct **background checks** for all formal staff members alongside references such as criminal record checks.

Contracting

- When the recruiting team are confident that the reference and background checks are satisfactory, a **staff contract should be shared with the applicant**. This is necessary for all staff, although volunteer staff may have contracts that have less content or are in a more informal format such as an audio-file with verbal approval.
- **Contracts should include the Code of Conduct and Safeguarding policy or policies**. These should be in understandable formats and languages.



Orientation

- All staff and volunteer **inductions should include training on Safeguarding**. All staff should be aware of: 1) who the safeguarding focal points are and how to contact them, 2) expected code of conduct, 3) how to report misconduct, 4) how to receive and respond to a report, 5) what their confidentiality commitment is, 5) what will happen if there is misconduct.
- Staff should be able to ask questions and challenge assumptions in a **safe space** so they are aware of the behaviour expected of them.