

Recruiting and selecting staff and volunteers

Organisations should:

1. have a written safer recruitment and induction policy and procedure
2. have a written policy on the recruitment of ex-offenders
3. have clear person specifications and role descriptions for all posts
4. advertise all posts with a clear safeguarding or child protection statement
5. provide an information pack for people interested in each post
6. use a standard application form
7. ask applicants to complete a separate self-disclosure form
8. have a process for shortlisting candidates for selection, involving more than one person
9. have a face-to-face interview or meeting with a panel of more than one person
10. have adopted a transparent scoring system for shortlisting and interviews.

Checks and references

Organisations should:

11. ask applicants to provide at least two references before appointment and for one of these to be from the most recent place worked or volunteered (assuming they have worked or volunteered before)
12. ask them to provide proof of identity and original copies of qualifications
13. complete all the checks that are relevant for the role. These may include right to work checks, criminal record checks, overseas checks and checks relevant to specific sectors/professions.

Inducting staff and volunteers

Organisations should:

14. have an induction process for all new staff and volunteers
15. provide safeguarding or child protection training for all staff and volunteers during their induction
16. have a trial period for staff and volunteers, with a review before they are confirmed in post.

Ongoing support and management of staff and volunteers

Organisations should:

17. provide regular supervision, support and annual appraisal for all staff and volunteers.

Written statements and procedures for dealing with abuse and allegations

Organisations should:

1. have developed a written safeguarding/child protection policy statement
2. ensure the safeguarding or child protection policy statement is signed by the most senior person in their organisation
3. have a written procedure for situations where a child/young adult may be at risk of abuse or neglect
4. have a written procedure for situations where allegations of abuse are made against an adult in the organisation
5. have a written procedure for situations where allegations of abuse are made against a young person in the organisation.

Safeguarding and child protection leads

Organisations should:

6. have a nominated safeguarding/child protection lead for children and young people
7. make sure the nominated safeguarding/child protection lead can easily be contacted and make arrangements for cover if they are not available
8. ensure someone at the top level in the organisation takes responsibility for safeguarding and child protection; if the organisation is a charity, this should include a lead trustee for safeguarding.

Additional procedures and codes of behaviour

Organisations should:

9. have a written behaviour code for everyone involved in the organisation
10. have a whistleblowing procedure.

Informing, listening to and supporting the workforce and users of your service or project

Organisations should:

11. ensure staff, volunteers, families, children and young people can easily access information about how the organisation keeps children and young people safe
12. have a system for taking children and young people's views into account
13. regularly audit their safeguarding and child protection arrangements
14. provide ongoing support and training so that all their staff and volunteers are competent in safeguarding and child protection
15. make sure that everyone feels comfortable about raising concerns about a child or young person's wellbeing.

Standard

1

Standard

2

Standard

3

Standard

4

Standard

5

Standard

6