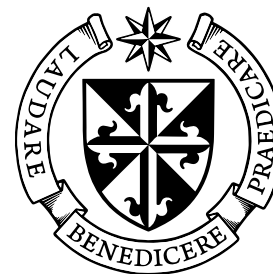


# Guidance 1

## Recruitment & Selection Checklist



<b>Contact with children and young people</b>	<p>What contact with children and young people will the position involve?</p> <p>Will the position involve unsupervised contact with children or young people, or does it involve a position of trust?</p> <p>What other forms of contact will the person have with children or young people, e.g., email, social media, telephone?</p>
<b>Defining the role</b>	<p>Have the tasks and skills necessary for the position been considered?</p> <p>Does the task description make reference to working with and having responsibility for children or young people?</p>
<b>Key selection criteria</b>	<p>Has a list of essential and desirable qualifications, skills and experience been developed?</p>
<b>Written application</b>	<p>Have all applicants been asked to supply information in writing, including personal details, past and current work or volunteering experience?</p> <p>Have application forms been developed?</p>
<b>Interview</b>	<p>Have at least two representatives been identified to meet with the applicant to explore information contained in their application?</p> <p>Have the applicant and application forms been carefully considered, highlighting points to raise at interview, including:</p> <ul style="list-style-type: none"> <li>• The applicant's attitudes towards working with children and young people.</li> <li>• Areas you want to explore in more detail. Gaps in employment history.</li> <li>• Vague statements of unsubstantiated qualifications.</li> <li>• Frequent changes of employment?</li> </ul>
<b>Declaration</b>	<p>Has the successful applicant been asked to sign a declaration stating that there is no reason why they would be considered unsuitable to work with children and young people?</p> <p>Has the successful applicant been asked to declare any past criminal convictions and cases pending against them?</p>
<b>Identification</b>	<p>Have applicants been asked, where necessary, for photographic documentation to confirm their identity and place of residence?</p> <p>Will documentation relating to the applicant's identity and relevant qualifications be checked at the interview?</p>

<b>Qualifications</b>	Are applicants asked for documentation to confirm their qualifications?
<b>Garda Vetting Procedure and Access NI</b>	<p>Does the position require the applicant to be Garda vetted or Access NI checked?</p> <p>Has the applicant been informed that they may need to undergo Garda vetting or Access NI before taking up any appointment?</p> <p>Does this applicant require a certificate of police clearance from other countries in which they have worked or volunteered?</p>
<b>Records</b>	<p>Are details of the selection/induction process retained in the personnel file of the successful applicant?</p> <p>Are references kept on file as part of the record of the recruitment process?</p> <p>Are personnel informed that information such as application and declaration forms are held on file?</p>
<b>Confidentiality</b>	<p>Is information about the applicant seen only by those directly involved in the recruitment process?</p> <p>Are applicants reassured that information about them, including information about convictions, will be treated in confidence and not used against them unlawfully?</p>
<b>References</b>	<p>Are applicants asked to supply the names of two referees who are not family members, or who are not involved in the recruitment process, and ideally who have first-hand knowledge of the applicant's experience of work or contact with children?</p> <p>Are referees asked specifically to comment on the applicant's suitability to work with children?</p> <p>Are all references provided in writing and verified by a follow-up telephone call?</p>
<b>Suggested questions for referees</b>	<p>The post involves substantial access to children. As a church authority, we are committed to the welfare and safeguarding of children and young people.</p> <ul style="list-style-type: none"> <li>• Have you any reason at all to be concerned about this applicant being in contact with children and young people? How long have you known this person?</li> <li>• In what capacity?</li> <li>• Would you have any hesitation in them taking up this position?</li> </ul>