



ANNEX 4

ECPAT INTERNATIONAL CHECKLIST FOR SAFE RECRUITMENT*

ECPAT has a strong commitment to safeguarding children and adults, and therefore implements rigorous procedures when hiring new staff. The steps below are to be followed to ensure individuals being recruited do not pose a risk to either children or adults. ECPAT understands that this checklist does not eliminate all risks but rather should be seen as one step in a multi-step process of ensuring safeguarding within ECPAT.

1. When you are designing the job description, analyse the role and think about the issues of child safeguarding and risk in that job:
 - ▶ What contact with children will the job involve?
 - ▶ Will the employee have unsupervised access to children, or hold a position of trust?
 - ▶ What other sort of contact may the person have with children (e.g., via email, phone, letter, Internet)?
2. Develop clear job descriptions, terms of reference/role briefs for all posts including where short-term contracts, consultants are being recruited.
3. Make sure that the selection criteria outline the relevant experience needed if the post involves direct work with children.
4. Make sure that the ECPAT commitment to keeping children safe is included in details of any vacancy.
5. Ask for documentation to confirm identity and proof of relevant qualifications.
6. Make sure you have a well-planned interview process and ensure the interviewers have the relevant experience of and knowledge about child safeguarding and prevention of sexual exploitation and abuse.
7. Ensure the interview panel has a gender balance.
8. Include at least one specific question in the interview that draws out people's attitudes and values in relation to the protection of children. Can they give examples of where they have acted to protect a child, what they learnt from this, what impact it had on their current practice?
9. Take two references, including some from previous employers or others who have knowledge of the candidate's experience and suitability to work with children.
10. Verify the identity of referees; ideally, at least one of the referees is contacted by phone.
11. A probationary period of 3 months will be applied to ensure suitability once in post.

* Adapted from Keeping Children Safe (2016). [International Child Safeguarding Standards](#).