



Kent Safeguarding Children Board

Safe Recruitment & Employment

(Self Assessment Audit Tool)

October 2007

Safe Recruitment and Employment

Self Assessment Audit Tool for Posts Involving Contact with Children and Their Families

Agency :

Lead Officer :

Date :

	Expectation of Minimum Standards	Yes	No	Comment	Action Required	Who	When
1	Does your organisation have a current Policy Statement on Safe Recruitment?						
2	Which of the following checks are undertaken prior to appointment?						
	A) Identity and National Insurance No.						
	b) CRB enhanced disclosure						
	c) List 99 / POCA / POVA						
	d) Check registration with Professional Body						
	e) Check qualifications (original certificates)						
	f) Undertake references with current / previous employers						
	g) Do reference requests ask specific questions on pro forma?						
	h) Do you accept testimonials						

	Expectation of Minimum Standards	Yes	No	Comment	Action Required	Who	When
	i) Do you employ staff from overseas?						
	j) If yes what checks do you undertake? Statement of good conduct from Embassy / Police in country of origin?						
3	When placing adverts does your organisation:						
	a) Convey safe culture?						
	b) Convey Equality issues?						
	c) State vetting requirements for the post?						
4	Do job descriptions emphasise the individual responsibility for safeguarding children and promoting welfare?						
5	Does your agency provide child protection training as part of induction and safe working practice?						
6	Is CP training provided on a regular basis, at least bi-annually for Designated Person and 3 years for other staff						
	Have managers involved in selection process received CP training?						

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7	Does CP feature in the interview questions as a matter of course?						
8	Are service users involved in the selection process?						
9	Does your agency seek medical evidence that applicants are fit to do the job?						
10	Does your agency adopt a single central record for easy reference on staff vetting and qualifications?						
11	Does your agency have a complaints procedure in place specifically for children?						
12	Does your agency have a Whistleblowing Policy in place?						
	Is this understood and put into practice?						
13	Does your agency have specific procedures in place for managing allegations of a child welfare nature?						
14	Does your agency maintain a single central record of misconduct cases referred to regulatory bodies (e.g. List 99, POCA, POVA, GTC etc)						
15	Is your agency accepting in principle to sign up to the KSCB Safe Recruitment and Employment Standards?						

	Expectation of Minimum Standards	Yes	No	Comment	Action Required	Who	When
16	Any other comments						

