



RECRUITMENT & SELECTION CHECKLIST

Contact with children	<p>What contact with children will the position involve?</p> <p>Will the employer or volunteer have unsupervised contact with children or hold a position of trust?</p> <p>What other forms of contact will the person have with children e.g. email, telephone, letter?</p>	
Defining the role	<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?</p>	
Key selection criteria	<p>Has a list of essential and desirable qualifications, skills and experience been developed?</p>	
Written application	<p>Have all applicants been asked to supply information in writing including personal details, past and current work/volunteering experience.</p> <p>Have application forms been developed?</p>	
Interview	<p>Have at least two representatives been identified to meet with an applicant to explore information contained in their application?</p> <p>Have the applicant and the application forms been carefully considered, highlighting points to raise in interview including:</p> <ul style="list-style-type: none">• the applicant's attitudes towards working with children• areas you want to explore in more detail• gaps in employment history• vague statements or unsubstantiated qualifications• frequent changes of employment?	
Declaration	<p>Have applicants been asked to sign a declaration stating that there is no reason why they would be considered unsuitable to work with children?</p>	
Identification	<p>Have applicants been asked where necessary, for photographic documentation to confirm their identity e.g. passport?</p> <p>Is documentation relating to the applicant's identity and relevant qualifications checked at interview?</p>	

Diocesan Contacts

Designated Liaison Person: Marian Stack 085-1055992

Safeguarding Co-Ordinator: Mick Kavanagh 087-7185541/053-9174972 safeguarding@ferns.ie

Diocese of Ferns Safeguarding Policy

Vetting procedure	<p>Does the position require the applicant to be vetting accordance with the Safeguarding policy and procedures document?</p> <p>Has the applicant been informed that you may need to conduct essential background checks before they take up any appointment?</p>	
Records	<p>Are details kept of the selection and induction process on the personnel file of the person appointed?</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>	
Confidentiality	<p>Is information about the applicant only seen 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 unfairly?</p>	
References	<p>Are applicants asked to supply the names of two referees who are not family members and ideally, who have first-hand knowledge of the applicant's experience of work/conduct 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 followed up with a telephone call?</p> <p>Is the identity of referees verified?</p>	
Suggested questions to referees	<ul style="list-style-type: none"> • The post involves substantial access to children. We are committed to the welfare and safeguarding of children. Have you any reason at all to be concerned about the applicant being in contact with children? • How long have you know this person? • In what capacity? • Would you have any hesitation in employing them within the Diocese? 	

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