

**Brave Movement  
Child Safeguarding Policy**

**Annex 2: Checklist for Recruitment and Selection**

Within the Brave Movement, staff, consultants and volunteers will be recruited to clear job or role descriptions that include the requirement that successful candidates will sign the Brave Movement child safeguarding policy. In developing the job descriptions, the leadership of the Brave Movement will be clear on the access the positions will have to children and/or children's information/data.

**10 Points to Guide Recruitment and Selection Procedures**

- 1. Include a clear statement of the Brave Movement's commitment to child safeguarding in all job/position descriptions.**
- 2. Ensure that the leadership of the Brave Movement is clear on the extent to which each position/role involves direct or unsupervised access to children or children's information/data. Contact may be in-person or via email, telephone, letter or internet. This assessment will not be included in the job description circulated for recruitment.**
- 3. Ensure that the selection criteria outlines the relevant experience needed if the post involves direct work with or access to children or children's information/data, without specifying the extent to which such contact is anticipated.**
- 4. Require candidates' consent to gain information on past convictions and or pending disciplinary proceedings, using a template developed for this purpose.**
- 5. Require documentation to confirm identity and proof of relevant qualifications.**
- 6. Ensure that all interviews include questions regarding knowledge about and experiences with child safeguarding. Interviews should also include behavioral questions that verify candidates' alignment with Brave Movement values. This requires interviewers that have experience in child safeguarding.**
- 7. Verify the authenticity of qualifications of all candidates as well as the identity of referees provided by candidates.**
- 8. Ensure that at least two of the references provided by candidates have knowledge of their experience and suitability to work with children and/children's information/data.**
- 9. Conduct relevant background checks on all candidates. These will include protection and criminal record checks, such as disclosure of previous convictions or police checks (if disclosure is unavailable). If police checks are impossible, other checks will be pursued and noted.**
- 10. Specify probationary periods to ensure suitability of candidates once in post.**