እንኳን ወደ መረጃና የድጋፍ መስጫ ማዕከል ዌቢናር በደህና መጡ!

ደህንነቱ የተጠበቀ ቅጥርና የበጎ ፈቃደኛ ሠራተኞች ምልመላ

ከአፍታ ቆይታ በኋላ እንጀምራለን

ጠቃሚ ማሳሰቢያዎች:

- የኢንተርኔት ግንኙነቱን እንዳያስተጓጉለው የእርሶ መነጋገሪያ ማይክራፎና የቪድዮ መቅረጫዎ የተዘጋ መሆኑን

- ቴክኒካል ጉዳዮችን ለማነጋገዝ እንዲረዳን የፅሁፍ መነጋገሪያው ለፓናል ተሳታፊዎች ብቻ የተከፈተ መሆኑን

- በየስክሪናችሁ የታችኛው ክፍል በሚገኘው የኮንትሮል ፓኔል ውስጥ Q&A የሚል ታገኛላችሁ። ይህንን በመጠቀም ገለፃ/ፕረዘንቴሽን በሚካሄድበት ወቅት ሁሉ ጥያቄ መጠየቅ ትችላላችሁ።

RESOURCE & SUPPORT HUB

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Safe Recruitment and Volunteer Management

The Resource and Support Hub

Alem Mulugeta

August 2021

Introduction

Organizations who work with Children/vulnerable adults has a responsibility to safeguard them and ensure their well-being.

This includes ensuring that the organization adopts safe recruitment and selection procedures which prevent unsuitable staff members or volunteers from gaining access to children/Vulnerable adults.

Safe Recruitment Cont'd …

Safe Recruitment - is the method of designing organization recruitment process to identify, discourage and reject unsuitable applicants from applying and or getting recruited for roles to work with vulnerable groups.

Recruitment Cycle - includes the entire hiring process, from inception to the individual recruit's integration into the organization.

The Role of HR in Safeguarding

Preparing and Sourcing

- The job description and person specification need to be reviewed/agreed to ensure compliance with safe recruitment guidance.

- Describe organization's role and commitment to safeguarding, details of organization's values and expected behaviors (If possible, attach safeguarding policy document when advertising)

- Request the applicants to declare any anomalies or gaps in employment and reasons for this, offences (if any) and this should include disciplinary measures taken by a previous employer and convictions

The Role of HR in Safeguarding

Screening and selecting

- To make sure at least two people (HR focal person & Recruiting Manager) do the selection and shortlist applicants using agreed criteria.

- Follow up on if organization values and safeguarding are incorporated on Exam and interview structure

- Insure interview panelist are trained on safer recruitment.

The Role of HR in Safeguarding

Hiring and on boarding

- Follow up on a mandatory vetting.

- Make a conditional job employment offer that includes a probationary period

- Send the HR Pack inclusive of and safeguarding procedures

- Verification of the candidates police Check and candidate's medical fitness;

- Make sure receipt of at least two satisfactory professional and character written references

- File copy of the self-declaration and code of conduct

- Verification of successful completion overall and job specific induction including safeguarding, whistle blowing, HR policies and procedures

- Verification of qualification documents, proof of ID, right to work

Vetting Candidates

Candidates vetting is a screening process conducted by employers for checking the background for potential red flags that could identify a candidate as a potential liability.

The vetting process should be explained to the candidate; she/he need to sign a consent form giving the organization permission to investigate their backgrounds.

Organizations Screen/vet

- If the candidate is associated with terrorist group

- If the candidate is involved in any money laundering and financial crime

- Verify the authenticity of the professional licenses and educational certificates

- Confirm the Employment history

Remainder

- The candidate's privacy rights should be protected.

- The data that the candidate provided (Full name, nationality, birth date and place of birth) should be used only for the purpose of vetting.

- Vetting process is one of donor Compliance

How to Manage Volunteers

Definition of Volunteer - Volunteers are individuals who want to serve the community that they live with be it in the humanitarian or development context.

Volunteers -

- Have adequate knowledge about the community

- Are valued and respected by the community

- Commit

  - To support organizations for specific period of time mostly on regular basis by using their skill without salary or with limited incentive.

  - To help families in the community where there are highly vulnerable children/Adults who need help.

Categories of Volunteer

1. Humanitarian response (refugee/IDP) Volunteers-

   1. They are fully engaged in the refugee response project
   2. Have a volunteer contractual agreement
   3. Will receive a regular incentive payment

How to Manage Volunteers

2. Government/Development volunteers –

1. They are employees of public/civil organizations and or member of local community base structure

2. They provide occasional assistance to NGO/INGOs. e.g. health extension workers, development agents, teachers, nurses and others

3. Don't have contractual agreement

4. They will be supported by with capacity building/trainings and small incentives like per diem payment, refreshment, transportation allowance and or professional fee payment

5. They are identified and recommended by relevant government offices or local community base structure

Safe Recruitment of Volunteers

The safe recruitment process and identification of successful volunteers must be conducted in a very transparent way.

Types of Recruitment

- Regular Safe Volunteer recruitment process

- Process the nominated volunteers list from the community base structure (local community Committee, Implementing partners, social institutions - Idir, parent teacher association, or others)

Note

- Reference or recommendation should be received

- Safeguarding interview questions should be included

Safe Recruitment of Volunteers cont'd…

Process	Description
Preparing and sourcing	Volunteer recruitment request is made with a clear selection criteria including a safeguarding
	• Advertisement/ posting of vacancy • Share clear selection criteria with different community structure
Screening and selecting	• CV collected from the advert and receive a nominated list • Screen the best applicants • Set exam & interview (include safeguarding and behavioral questions) • Recruiting panel report/minute
Hiring and onboarding	• Vetting should be done • Satisfactory Community reference/recommendation letter should be received • Profile form should be filled and Documents verified • File declaration of acceptance on policy and code of conduct • Community clearance/Criminal declaration form if applicable • Contractual agreement/ ToR • Register on volunteer data management • Comprehensive Induction is provided

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Responsibility of a manager

- Ensure volunteers receive proper induction on JD, scope of work and are trained on the required technical field.

- Ensure proper induction/training is facilitated on safeguarding policy implementation, general code of conduct and other relevant policy like harassment etc.

- Ensure proper supervision and monitor of activities including the code of conduct.

- Ensure copy of training certificates are shared to HR and documented for future reference.

- Provide update volunteer data periodically with HR team on changes.

- Ensure the implementing partners are applying same procedure.

Responsibility of HR

- Request for vetting before issuing volunteer contract

- Facilitate induction/training for the volunteers with relevant team on safeguarding and relevant core policies.

- Open individual personnel file and record all the data of volunteer's information on the volunteer database

- Follow the checklist for mandatory documents and monitor all required documents are properly kept.

- Ensure volunteers sign all documents that requires declaration.

- Make sure relevant documents or templates are translated in local languages for clear understanding.

Maintaining an ongoing Culture of vigilance

- Promote a culture of openness in relation to safeguarding issues, where any concerns can be raised and discussed;

- Monitor the understanding of Safeguarding policy and procedure

- Ensure the existing reporting procedures including whistle blowing are properly functioning

- Ensure a sense of accountability exists between staff/volunteers so that poor practice or potentially abusive behavior can be challenged;

- Induct beneficiaries and communicate to them about their rights, what is acceptable and unacceptable behavior and practice including reporting procedures.

Maintaining an ongoing Culture of vigilance

- Undertake induction and training on safeguarding to staff and volunteers consistently
- Give attention for details in all steps of safe recruitment

Thank you!

Safer Recruitment –Challenge

Overview

- Individuals/groups who have a close contact with beneficiaries-Staff/volunteers/interns---.

- Assess the level of risk of contact

- Assess the total number of people engaged who has direct contact with beneficiaries

- Evaluate the trend by whom concern/allegation are made

To which group safe recruitment give more attention?

Challenge Cont'd…

- Weak or no specific task/responsibility of safeguarding on JD

- No/weak commitment statement of safeguarding statement on job advert or selection criteria for community volunteer

- High turn over and the weak database(updated)

- Challenge of short-term engagement

Recommendation

- Standardize the safeguarding responsibility for roles, especially significant role of supervisor with clear understanding

- Improve database and update periodically

- Have a tailored guidance for volunteers management that guide the local approach on safeguarding position on job advert/local screening

- Understand the turn-over nature, analyze its level of risk and mitigation.

- Maintain list of individuals who are repeatedly work for short term & put in pipe line, Do quick check whenever needed.

Challenge Cont'd…

- Minimal or no orientation during engagement

- Criteria/CoC not being exhaustive- Example use of alcohol, drug, absenteeism with out prior notification

- Absence of translated signed documents into local language-Example CoC, declarations, termination letter

- Most volunteers are hired by project staff - minimal involvement of HR

Recommendation

- Give attention for proper orientation and monitor the understanding

- Tailored/ comprehensive Code of Conduct for volunteers

- Relevant documents required local translation

- Proper planning for the recruitment by program team to get support from HR other colleague

Challenge Cont'd…

- Weak/no volunteer management pack(tailored)

- Lack of local vetting access

- Limitation on bringing police check result for refugee volunteers

- Weak individual personal file management (Example ID, local reference, copy of CoC, declaration etc.). This challenges affect during investigation process.

Recommendation

- Have clear volunteer management pack(relevant formats)

- Declaration of conviction form for criminal record and vetting-seek eligibility advise from legal person as relevant

- Being well prepared & coordinated for large number of staff/volunteer recruitment-for group induction and police clearance

- Ensure checklist for personal file recording and coordination with project team

Thank you!