

Safe Recruitment: what steps need to be taken?

From the Resource and Support Hub

We will be starting Shortly

Housekeeping

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- Use the Q&A function to ask questions throughout the presentations. It is in the controls panel on the bottom of the screen



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About RSH (Safeguarding Resource & Support Hub)

- RSH aims to support organizations in the aid sector to strengthen their safeguarding policy and practice against SEAH.
- Visit <https://safeguardingsupporthub.org/> for global tools, resources, evidence, news and events and navigate to the South Sudan Hub Page here: <https://southsudan.safeguardingsupporthub.org/>
- Smaller local organizations in developing countries are the Hub's focus. The hub is implemented in Africa (South Sudan, Ethiopia and Nigeria) and the middle East (Jordan, Yemen and Syria) .
- As we identify major gaps, we will look for ways to fill them, in collaboration with other partners and networks. Approaches can be through development of resources, mentorship, online training, webinars and podcasts.



SAFE RECRUITMENT

BY
ADV. GASPER AMULE



Introduction

- Safeguarding is matter of human rights protection. Thus organisations have inherent obligation to ensure that their employees are carefully selected and inducted to safeguard.
- Safe recruitment is a primary process and an obligation to ensure that employers bring onboard employees from a caliber of persons with proven safe behaviors.
- It is about ensuring that safeguarding measures are integrated into every step of recruitment and personnel management cycle and requires employers to:
 - (a) highlight their safeguarding obligations and
 - (b) ensure rigorous scrutiny of job applicants in every step of the recruitment;



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Steps of Recruitment

1. Advertising
2. Selection & Interviewing
3. Offers
4. On-boarding

This presentation will focus on the safeguarding measures that are needed during recruitment and address some of the challenges that organisations might face in ensuring their recruitment practices are safe.

Safe Recruitment: Advertising

- Clearly express the organization's commitment to safeguarding to deter unfitting jobseekers.
- Include details of organisation's values and expected behaviours.
- Make clear the level of criminal record check required and when a disclosure will be requested.
- Include declaration on all spent and unspent offences. This should include cautions, convictions and reprimands in line with the applicable law.

Safe recruitment: offers

- Develop a clear shortlisting criteria that highlights safeguarding scores.
- Have at least two people to shortlist each applicant using the criteria.
- Develop a consistent interview structure with rigorous set of questions on attitudes, experience and conducts pertaining safeguarding.
- In essence, combine ethics with competency-based recruiting methods.

Safe recruitment: On-boarding

- Conduct accurate criminal record check
- Use only original, official and verifiable documents to check proof of ID and credentials.
- Request and review references for the applicants you shortlist. (Include rigorous safeguarding assessment in the reference check)
- Check for gaps and inconsistencies by comparing the application, applicant' CV with information provided by referees.

Safe recruitment: On-boarding

- Verify provenance of referee by making phone calls or organizing in-person reference check.
- Provide cross-reference to your safeguarding policy as part of employment contract
- Provide contracts with probation period as a window to monitor behaviour and easily terminate employment.
- Ensure recruits sign declaration and commitment to safeguarding
- Conduct induction training on safeguarding prior to commencement of work



Challenges in ensuring safe recruitment

- Lack of clear safeguarding policy and detailed safe recruitment check list
- Limited understanding of the safeguarding policy amongst organizations' recruiting staff
- Lack of easily accessible criminal record.
- Reluctance of previous employers to share data on previous employees' cases of sexual exploitation and abuses.
- Restrictive legal frameworks



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Conclusion

Safe recruitment can only be realized through development of organisation safeguarding policy, safe recruitment checklist and empowering and putting in place safeguarding mechanisms with knowledgeable and committed staff to uphold the safeguarding policy, standards for safe recruitment and personnel management.



Misconduct Disclosure Scheme

BY
Inez Książek



Introduction

- The Scheme has been launched in 2019 and is implemented by more than 100 organisations.
- The Scheme is facilitated by the Steering Committee for Humanitarian Response.
- The Scheme aims to stop perpetrators of sexual misconduct moving between organisations. It has no central database, instead it **facilitates sharing of misconduct data between employers**.
- It complements, rather than replaces, other processes such as police checks and is not a substitute for a comprehensive Prevention of Sexual Exploitation and Abuse approach.
- The Scheme consists of **two main commitments**:
 - A commitment to systematically check with previous employers about any SEA issues relating to potential new hires (to cover a period of at least the five years preceding the request),
 - A commitment to respond systematically to such checks from others.
- It **enables hiring organisations to get better references** to make a well-informed hiring decision.



Scheme in practice

The Scheme provides a set of questions related to sexual misconduct.

It can be easily adapted as part of your existing reference checks.

Organisation XXX participates in the Inter-Agency Misconduct Disclosure Scheme. This Statement of Conduct adopts the definitions used in the Scheme.

STATEMENT OF CONDUCT – CONFIDENTIAL

This Statement is provided in answer to a request by (name), (title), (organisation)

1. Name of Candidate: xxxxxxxxxxxx

2. Duration of employment / term with Organisation XXX: from XX/XX/XX to XX/XX/XX

3. Was the Candidate foundⁱ to have committed Misconduct (sexual exploitation, sexual abuse or sexual harassment) during the period of employment defined above?

(a) ☐ Yes

The nature of the Misconduct is: xxxxxxxxxxxx

(b) ☐ No

(c) I am unable to specify the nature of the Misconduct because of the following legal / regulatory requirements: xxxxxxxxxxxx

3.1. If the answer is **yes**, was a Disciplinary Measure imposed upon the Candidate?ⁱⁱ

(a) ☐ Yes, the Disciplinary Measure was xxxxxxxxxxxx

Date of Disciplinary Measure: XX/XX/XX

(b) ☐ No, for the following reasons: xxxxxxxxxxxx

(c) ☐ I cannot provide an answer to this question for the following reason(s):
xxxxxxxxxxxx

3.2. Is the Candidate currently being investigated for an allegation of sexual exploitation, sexual abuse or sexual harassment? ⁱⁱⁱ

(a) ☐ Yes

The nature of the Misconduct is:

(b) ☐ No

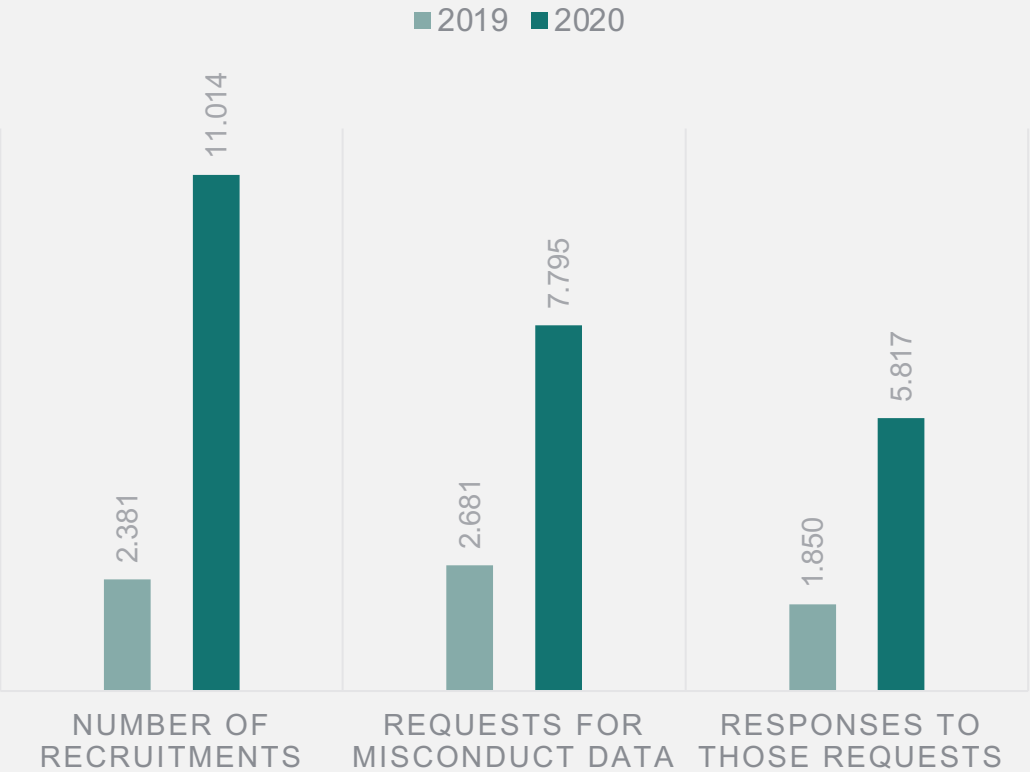
(c) ☐ I am unable to provide an answer

4. Organisation XXX adopts the following definitions of sexual exploitation, sexual abuse and sexual harassment: xxxxxxxxxxxx

OR

Organisation XXX adopts the United Nations definitions of sexual exploitation, sexual abuse and sexual harassment.^{iv}

Impact – 2019 and 2020



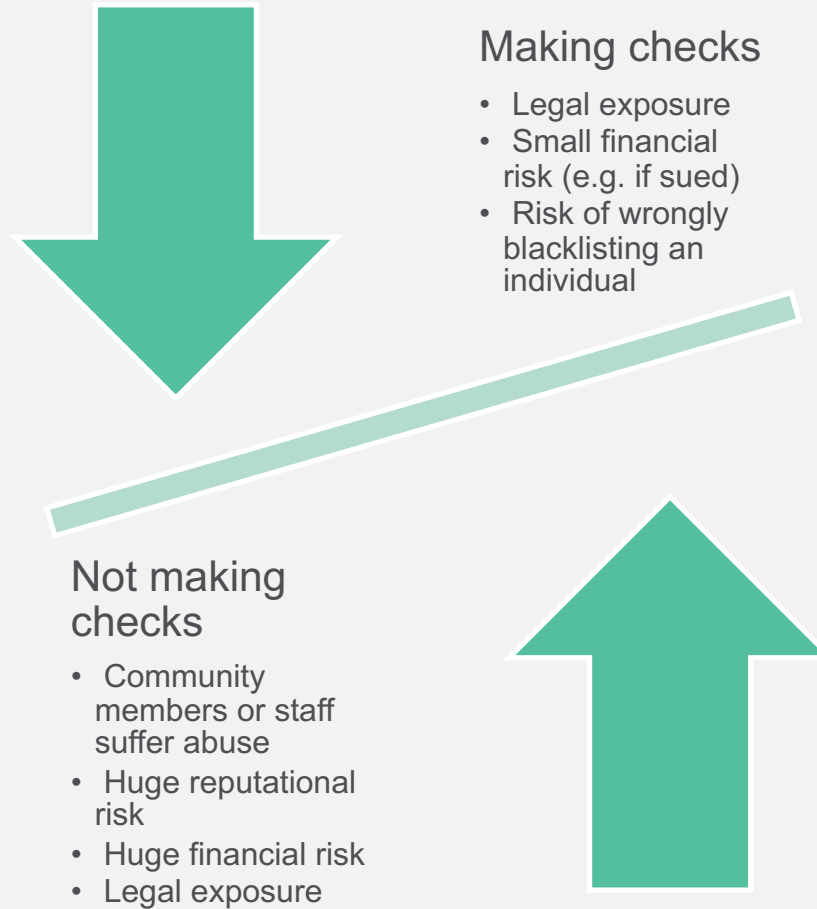
75 applications rejected
at the final stage of
recruitment
([data source](#))

Why do we need the scheme?

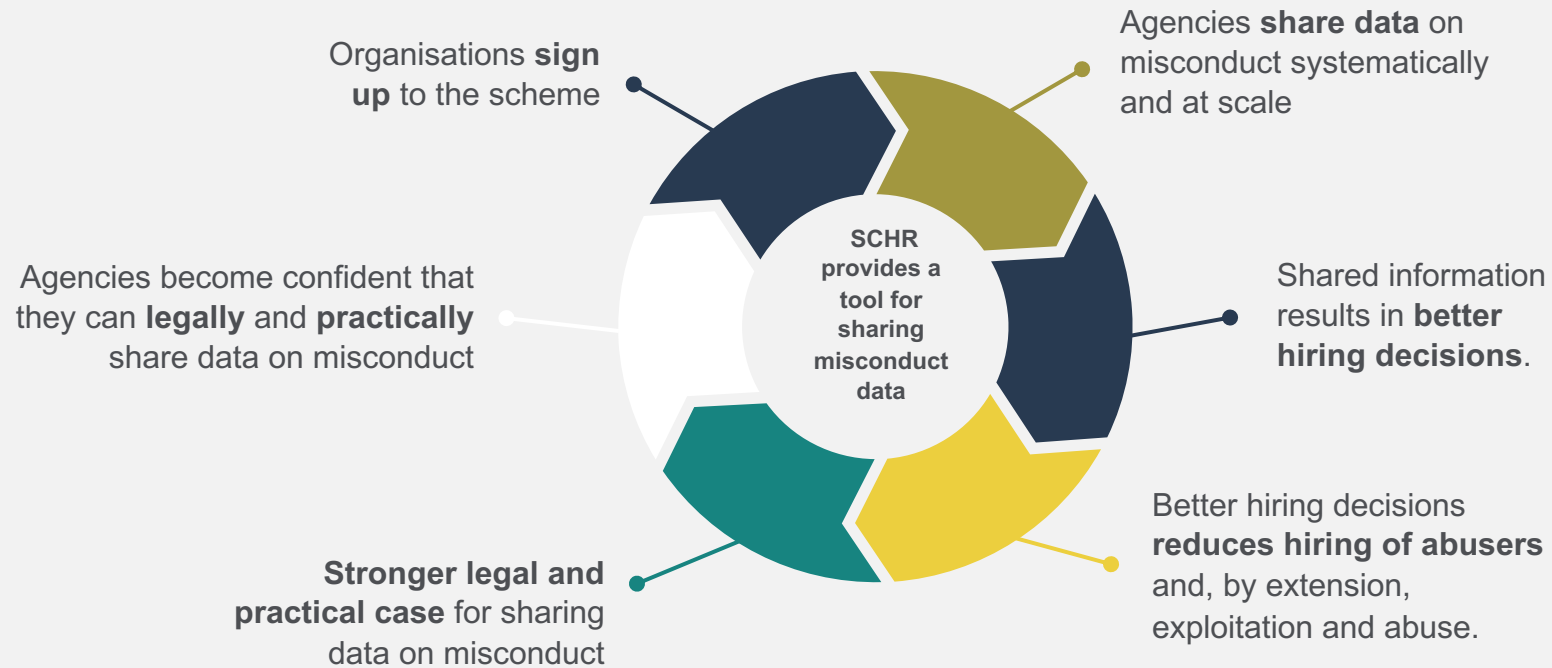
- Strong anecdotal and case evidence that individuals with known previous misconduct are still being hired
- Previous misconduct is not picked up by police checks as behaviour is generally non-criminal or not investigated/proved to a criminal standard
- Previous employers remain reluctant to share data on previous misconduct



A note on risk perception: Which weights more? Which is more visible?



The idea behind the Scheme



Explore the Online Hub for more...

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