**Key Employment Safeguarding Standards Self-Evaluation Checklist**

The following check list can be used to evaluate the extent to which your organisation is meeting the KESS

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| **Key Employment Safeguarding Standard** | **In place** | **Not in place** | **Working towards** |
| **Standard 1 Recruitment –** Must also apply to agency, casual and temporary staff. |  |  |  |
| a) Adverts and all other publicity material includes commitment to SG |  |  |  |
| b) Information sent to candidates includes SG statement |  |  |  |
| c) All managers receive guidance about the need to focus on SG throughout the recruitment process |  |  |  |
| d) All managers receive specific guidance about the need to undertake  personal(Warner) interviews |  |  |  |
| e) All managers are clear about disciplinary consequences for non-compliance with SG policy in relation to recruitment |  |  |  |

*Using rigorous and thorough recruitment and selection processes focused on making sure that only people who have appropriate knowledge and skills and who are suitable to provide social care/ services are allowed to enter the workforce.*

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| **Standard 2 Interviewing -**Must also apply to agency, casual and temporary staff. | **In place** | **Not in place** | **Working towards** |
| a) All those involved in the recruitment and selection of staff have the relevant training |  |  |  |
| b) All interviews are face to face (even if there is only one candidate) |  |  |  |
| c) Notes are made and retained of the candidates’ responses at interview (to  be destroyed after 6 months; successful candidate’s held indefinitely) |  |  |  |
| d) Interviews explore issues relating to the SG of children/YP/VA |  |  |  |
| • Gaps in employment are checked |  |  |  |
| • Concerns and/or discrepancies in information provided by candidate  and/or referee are explored thoroughly |  |  |  |

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| • Candidates are asked if they wish to declare anything in the light of the requirement for a CRB check |  |  |  |
| • Personal Interview questions form part of the interview |  |  |  |

1Please note **staff/employee**means any adult having contact with children/Young People or Vulnerable Adults whether in a paid capacity or not

*Checking criminal records, relevant registers and indexes and assessing whether people are capable of carrying out the duties of the job they have been selected for before confirming appointments*.

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| **Standard 3 References** | **In place** | **Not in place** | **Working towards** |
| a) References are sought directly from the referee (who is a former  employer and not a close relative) |  |  |  |
| b) Open-ended (‘to whom it may concern’ references) are never accepted |  |  |  |
| c) Written references are subject to verification and followed up verbally |  |  |  |
| d) For agency staff, references are checked by contacting the candidate’s last  place of employment |  |  |  |
| e) Referees are asked specific questions in relation to: |  |  |  |
| • The referee’s perception of the candidate’s suitability to work with  children/YP/VA |  |  |  |
| • Whether they have any concerns about the candidate working with  the particular client group |  |  |  |
| • Whether they have any knowledge of the candidate having been  personally investigated over safeguarding issues, even when the  concerns may have not been evidenced |  |  |  |

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| **Standard 4 Employment** | **In place** | **Not in place** | **Working towards** |
| a) Proof of identity is obtained by referring to***original***copies of appropriate  documentation |  |  |  |
| b) The only documents used to evidence identity are: birth certificate,  passport, driving licence or naturalisation certificate. No other documents  are accepted |  |  |  |
| c) Records are made of the proof of identity check and kept on file |  |  |  |
| d) Enhanced CRB checks are made on all staff and volunteers who work directly or indirectly with children and young people including those who may have access to sensitive information such as that contained in the child index, CAF etc. |  |  |  |
| e) Any additional necessary checks are made appropriate to your  organisation (e.g. List 99, PoVA) |  |  |  |
| f) Posts which involve the handling of information also carry a requirement  for CRB checking, even when the post-holder has no direct contact with  children/YP/VA |  |  |  |
| g) No newly appointed employee is permitted to work with children/YP/VA  without documented evidence of a clear check or a documented risk assessment approved by an authorised manager while the outcome from a check is being awaited |  |  |  |
| h) Failure to receive an outcome from a check is rigorously pursued and the  employee’s position is reviewed at regular intervals. |  |  |  |

*Giving staff clear information about their roles and responsibilities, relevant legislation and organisational policies and procedures they must follow in their work.*

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| **Standard 5 Post-employment** | **In place** | **Not in place** | **Working towards** |
| a) Induction and probationary periods for employees are thoroughly utilised  to develop employee understanding and grounding in the SG policies, ethos  and culture |  |  |  |
| b) During the induction/probationary period the employee always works  under supervision |  |  |  |

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| **Standard 6 Training** | **In place** | **Not in place** | **Working towards** |
| a) Training re: SG and child protection is mandatory for all staff who work  with children/YP/VA |  |  |  |
| b) Additional training is provided for managers in relation to the recruitment  of staff and is updated regularly |  |  |  |
| c) Relevant training is mandatory for employees who do not have direct  contact with children/YP and VA, but who do have access to information  systems containing details of these client groups. |  |  |  |
| d) All managers are accountable for evidencing that such training for  themselves and their staff has been undertaken |  |  |  |

*Using established processes/ procedures to challenge and report dangerous, abusive, discriminatory or exploitative behaviour/ practice*

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| **Standard 7 Safe Working Culture** | **In place** | **Not in place** | **Working towards** |
| a) A positive obligation for SG children/YP/VA is placed on all employees  via the dissemination of clear policies and overtly by managers in their day  to day management of staff |  |  |  |
| b) There is evidence that the needs of children/YP/VA are paramount, they  are listened to and any concerns in relation to their welfare are acted upon  promptly. |  |  |  |
| c) All employees are monitored by their line managers both in the  probationary period and beyond to ensure that all expected behaviours and  attitudes are complied with in relation to SG |  |  |  |
| d) There is evidence of such monitoring embedded in performance  management and appraisal systems |  |  |  |
| e)  The organisation has a clear policy and procedure regarding allegations against staff and volunteers which is compatible with LSCB procedure |  |  |  |

*Bringing to the attention of employer or appropriate authority resource or operational difficulties that may get in the way of delivery of safe care*

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| **Standard 8 Whistle-blowing and Complaints** | **In place** | **Not in place** | **Working towards** |
| a) A rigorous whistle-blowing policy is in place |  |  |  |
| b) All reports about staff conduct are acted upon in a timely manner |  |  |  |
| c) Evidence is collected to demonstrate that the whistle-blowing procedure is  being used appropriately to improve outcomes |  |  |  |
| d) An accessible complaints procedure is in place for service-users to raise  concerns |  |  |  |
| e) There is evidence that complaints are fully investigated and outcomes are  recorded accurately |  |  |  |

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| **Standard 9 Policies and Procedures** | **In place** | **Not in place** | **Working towards** |
| a) Managers are accountable for assuring that all HR and safe employment  policies, procedures and practices are adhered to during the recruitment and  selection of staff |  |  |  |
| b) All staff are provided with clear codes of conduct/safe working practice  guidelines  c) Appropriate disciplinary procedures in line with HR policy are applied  where SG measures are not strictly adhered to |  |  |  |

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| **Standard 10 Monitoring Systems** | **In place** | **Not in place** | **Working towards** |
| a) Formal audits of sufficient quality and quantity are conducted regularly |  |  |  |
| b) Ample time is allowed post-audit for improvements to be made |  |  |  |
| c) Results of audits/action plans/outcomes are recorded and reported  effectively |  |  |  |
| d) Managers monitor the day to day work environment to ensure that a  protective environment is being maintained |  |  |  |
| e) Employees demonstrate their commitment to providing a protective  environment for children/YP/VAs: |  |  |  |
| • Children are appropriately supervised |  |  |  |
| • Physical contact with children/YP/VAs complies with good practice |  |  |  |
| • When transporting children/YP/Vas SG principles are adhered to  and all relevant policies are rigorously enforced |  |  |  |
| • Managers ensure that drivers and escorts are appropriately vetted,  including those provided under contract |  |  |  |
| • Guidance on safe working practices/codes of conduct are provided  for each member of staff relevant to your organisational practices in  relation to children/YP/VA |  |  |  |