



Employee File Checklist

Please remember that personal files should be kept in a locked filing cabinet or in a locked electronic file. These files or cabinets should be kept in a room with limited access. Everything should be considered private and information should not be openly shared. Those who handle these sensitive documents should be trained on handling private information.

<u>Hiring</u>	& Onboarding								
	Interview	(circle the method)	Face-to-Face	Video Call	Video Call				
	Employee or Volunteer Application/Form (if there is an organization form)								
	References Ch	1 2	3						
	Internet Name Search								
	Criminal Back	Federal S	tate Local						
	Checked Sex Offenders Registries								
Ch	Child Protection Documents Signed:								
	☐ Child Protection Safeguarding Policy								
	☐ Whistleblower Policy								
	☐ Code of Ethics								
	Child Protection Training Completed								
	Photo ID Copy (Passport: if working or volunteering overseas in case of emergency)								
	Registration with National Embassy (if working or volunteering overseas)								
	Visa(s) (if working or volunteering overseas)								
	Model Release Form ¹								
	Observation – Date:								

 $^{^{1}}$ A Model Release Form allows the organization to use photographs taken during work for the purpose of advertising, marketing, and general communication.

Child Protection Toolkit

Periodic Updating

The date space is for indicated when the update was done.

	Employee Information											
Child Protection Documents Signed (based on when documents are updated/revised; approx. 2-3yrs)												
	☐ Child Protection Safegua	Date:		Date:								
	☐ Whistleblower Policy	Date:	_	Date:								
	☐ Code of Ethics		Date:	_	Date:							
	Child Protection Training (yearly refresher recommended)											
	20, 20,	20,	20,	20	,	20						
	Photo ID Copy	Date:	Date:		-							
	Observation (yearly) Date:_		Date:	_	Date:							
	Date: Date:_		Date:	_	Date:							