



Hiring Candidates

When posting a position for direct work with children, make sure the posting clearly states the organization's commitment to keeping children safe. It is a good idea to state that appointment is subject to a criminal background check (or similar screening).

When considering a candidate, the following steps should be followed [listed in approximate order]:

1. Google Search

Look for:

- ✓ news articles of inappropriate behavior (with children, adults, substance abuse, etc.),
- ✓ inappropriate pictures, having multiple FB or other social media accounts (need to ask why – Could have simple explanation or could be a sign of a double life, drug trade, or prostitution),
- ✓ anything that feels off or uncomfortable.

2. In-Person or Video Chat Interviews

- ✓ See "Interview Question" Sheet
- ✓ Make clear the organization's commitment to Child Protection Safeguarding

3. Reference Checks

Ask specifically if there are any concerns about the candidate working with vulnerable children.

- a. Employer Reference(s) – Note: Sometimes employers cannot say by law or company protocol negative feedback or unproven/unreported suspicions. Listen for what *is not* said as much as to what *is* said.
- b. Character Reference

4. Criminal Background Check

[Recommended by the U.S. National Center for Missing & Exploited Children for US citizens and residents]

- a. Nationwide and State criminal-history checks
- b. State and National public sex-offender websites (for example www.NSOPW.gov)
- c. State child-abuse registries (this is by Social Services)
- d. Background check or similar statement from the locale and country of residence if the candidate has been living outside of the country for an extended period of time. If none can be acquired, request a statement



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or reference check of work/volunteer organization corresponding to those locations. It is recommended to go back at least 5 years for countries of residence. Many organizations only require background checks in countries where the candidate has resided for more than 1 year. It should depend on the type of work your organization does.

Notes:

There are companies that will conduct the background checks for your organization if this is too big or complicated of a task.

See Figure 1: "Sex Offender Registry 101" below for U.S. sex offender registry levels and explanation.

5. Organizational paperwork signed

Have the new employee sign all child safeguarding documents before beginning work with children.

- a. Child Protection Safeguarding Policy
- b. Whistleblower Policy
- c. Code of Conduct

6. Child Protection Training

Notes:

There are US public child protection trainings which can be used for employees in or leaving from the U.S. if you want to outsource the work. Also, check out CPT's training videos.

7. Observation of the Employee

- a. Any employee that works with children intimately or in sensitive situations should receive observations, especially during the first few month during the probationary period.
- b. Annual observation should also be done both for child protection and performance purposes.

These steps are a compilation of best practices from the U.S. National Center for Missing and Exploited Children, Inter-Agency Standing Committee on Preventing Sexual Exploitation and Abuse (IASC-PSEA), and Child Protection Toolkit.



Figure 1: Sex Offender Registry 101

Sex Offender Registry 101

- Federal law designates three levels of sex offenders, Tier I, Tier II and Tier III. The levels are determined, in part, by the nature of the offense(s) and the individual's likelihood to re-offend.
 - Tier I have the lowest risk of re-offending
 - Tier II offenders have a moderate risk of re-offending
 - Tier III are considered "high risk" since they have the highest risk of re-offending
- Released sex offenders must register with their local jurisdiction, which can mean:
 - Any jurisdiction in which he/she has his home, and
 - Any jurisdiction in which he/she habitually lives (even if he/she has no home or fixed address in the jurisdiction, or no home anywhere)
- Offenders must maintain current registration during their sentenced registration period. Generally, the registration periods are:
 - Tier I offender: 15 years
 - Tier II offender: 25 years
 - Tier III offender: For the life of the person

LexisNexis. *LexisNexis 2012 Nonprofit Screening Review*, p7.