

# Guidelines on child protection for the employment of staff and volunteers

Measures for the prevention of child welfare risks are already taken when hiring staff for Childaid Network. Childaid Network is committed to the following standards.

These provisions apply to

- all employees
- all volunteers with regular duties
- all interns and temporary staff with fixed agreements
- all employees delegated abroad by us
- all volunteers who are seconded under contract or on our behalf

## Job posting, Pre-Selection and Interview

1. The commitment to and the great importance of child protection for Childaid Network are already communicated in the job advertisement or during initial contact with volunteers.
2. It is communicated at an early stage that a police clearance certificate is a prerequisite for employment, delegation, or regular collaboration.
3. References are checked for indications: are there any gaps in the CV, short-term employment, probationary periods without subsequent employment that could indicate misconduct.
4. An online search is carried out on the person, also important for voluntary work.
5. The importance of child protection for Childaid Network is explicitly emphasised in the application interview or in the initial discussions with volunteers.
6. In-depth interviews are conducted with applicants for positions or volunteers who will be working wholly or partly in high-risk areas with children or who wish to travel to the projects.
  - The job description explicitly refers to contact with children.
  - Attitudes towards child protection are surveyed as well as any experiences with child protection measures and/or child protection violations.
  - Information is provided on the "Child Protection Self-Commitment" and the "Guidelines for Public Relations" of Childaid Network. It is also pointed out that these must be signed and a police clearance certificate must be available at the time of recruitment.
  - It should be noted that violations of child protection lead to (legal) consequences.
  - We ask for references to clarify any open points.
  - Reference is made to mandatory training courses.

## Recruitment and Probation Period

7. A police clearance certificate must be available to hire or commit to a volunteer role.
8. When a volunteer role is recruited or arranged, the self-commitment and the guidelines for public relations are signed.
9. Participation in the next possible training courses or briefings on child protection is planned.
10. During the probation period, the person hired should take part in child protection training.
11. Information is provided on complaints mechanism.
12. The topic of child protection is included after the probation period and before the final recruitment or, in the case of volunteers, in the regular meetings before the binding commitment.