

**Safer recruitment is the method of designing your recruitment process to deter unsuitable applicants from applying for roles with vulnerable groups, and to identify and reject them if they do. It is a critical part of CISV's commitment to \*safeguarding throughout our organization.**

To carry out a safer recruitment process, you must:

- **Inform candidates of CISV's commitment to safeguarding the children in our care.**
- **Carefully plan your recruitment process timeline.** You must ensure that you have sufficient time to thoroughly check a candidate and review their references. When checking references, you must ask if the person is suitable to work with children and youth. Additionally, the volunteer must have time to complete CISV training for their post.
- **Explain that applicants will have to undergo strict selection procedures before being approved for a position in CISV.** You must detail the checks you will do when you advertise or promote the position.
- **Carry out police checks.** CISV policy states that you must complete the appropriate police check in your country before taking on a volunteer who will work with children and/or youth.
- **Ensure all volunteers are appropriately trained for their duties, including training specifically around our child protection policy and procedures.**

You could also consider the following:

- **Recruit more leaders than you need, so you have checked and trained substitutes.** Train them to the same standard as leaders with delegations. Substitute leaders could help with your local activities.
- **Establish guidelines for last minute leader substitution.**
- **Provide host Chapters with a record or certification of the checks and training you gave your leaders.**

*\*Safeguarding is a term used in the United Kingdom and Ireland to describe measures to protect the health, well-being and human rights of individuals, which allow all people — especially children, young people, and vulnerable adults — to live free from abuse, harm and neglect. Child Protection is part of Safeguarding*

