**Safeguarding Questions During Recruitment**

**(Phone Screening, Written Tests and HR and Technical Interviews)**

Ensure a safeguarding question is part of the interview questions. You may use one of the below or you may formulate any other question related to safeguarding and PSEA. The questions can be tweaked accordingly depending on the position being filled.

The goal is to determine if the candidate has knowledge on Safeguarding and Prevention from Sexual Exploitation and Abuse

*NB: These are sample questions and can be used and edited as fits the needs*

**Safeguarding and Prevention from Sexual Exploitation and Abuse**

1. What do the initials PSEA stands for?
2. Why do you think PSEA is important?
3. Are you aware of the term Safeguarding? How does this apply to your work?
4. What is your understanding of Safeguarding and specifically how it is related to children and vulnerable adults?
5. What do you understand by complaint and feedback mechanisms? How is this mechanism linked to PSEA/Safeguarding?
6. As an employee/Consultant/Volunteer how will you ensure compliance with name of organization safeguarding and PSEA policies and procedures.
7. Have you ever been investigated or been involved in any Safeguarding issue? (harassment, sexual exploitation, sexual abuse, trafficking, child safeguarding).
8. If an employee tells you about a safeguarding issue but then tells you they don't want to do anything about it; how do you respond?
9. Can you please describe your previous experience leading Safeguarding and PSEA initiatives in your previous roles and organizations, in other InterAgency PSEA coordination networks?
10. A key role in Safeguarding is to create and maintain an environment where people feel confident in to raise reports to our attention concerns of Safeguarding violations. Can you please describe your experience establishing and monitoring the effectiveness of Feedback and Complaint Response Mechanisms as relevant to PSEA. What challenges did you encounter, and how did you overcome these?
11. Give us an example of a time when you dealt with an unethical situation, what happened and how you managed the situation 4 points
12. Please describe the steps you would take to ensure the integration and institutionalization of Safeguarding and PSEA across all programmatic and operational areas of the name of organization?
13. How would you promote a survivor centered approach to Safeguarding and PSEA implementation? What steps would you take to ensure staff understand and adopt this approach in their work?
14. How would you assess the success of the Safeguarding/PSEA policy implementation? What indicators would you include in a monitoring framework to measure progress?
15. An employee has reported having overheard a conversation with another colleague of an incident in the local area that one of our staff has sexually abused a beneficiary; Describe How as a Safeguarding Focal Person/Manger/Director you would handle that situation. Explain steps you will take....

**Child Safeguarding**

1. Are you aware of the term Child safeguarding?
2. What is your understanding of the UN convention on the rights of a child?
3. What are the 4 core principles of the UN convention on the rights of a child?
4. What is your understanding of the term 'child labour', and what are your views on this topic?
5. Child safeguarding is clearly a priority for name of organization. Could you please tell us what this means to you, and how you see this role impacting on Child Safeguarding?
6. How would you see your role as a line manager in relation to keeping children safe?
7. How do you think your role will assist our overall goal to deliver impact for children?
8. name of organization has a Child Safeguarding Policy to ensure that children are protected from all forms of abuse. What do you understand your responsibilities would be in relation to this policy?
9. As an employee of name of organization, what would be your responsibility in terms of Child Safeguarding accountabilities to make sure we implement safe programming?
10. As part of the Senior Management Team (SMT), what would be your responsibility in terms of Child Safeguarding accountabilities to make sure we implement safe programming?
11. How is your safeguarding policy in your workplace monitored?
12. Describe to us the key aspects of the safeguarding policy in your workplace
13. Based on your experience of work in overseas countries, in what ways do you think children are vulnerable to abuse. What are the responsibilities of international agencies in responding to children they are in contact with that are being abused in some way?

**ChildSafeguarding – Your Personal Experience**

1. What do you understand by Child Safeguarding and do you have any experience of working with Child safeguarding policies and procedures?
2. If succsessful, how are you planning to integrate Child safeguarding policy into your daily working routine and deliverables?
3. Tell us about how you have gone about creating a child safe environment in your current area of responsibility.
4. Safeguarding children is an important part of our work. Can you give me same examples of how you would contribute to making the organisation a safer environment for children?
5. Tell us about what you have done in the last 12 months to actually improve child safeguarding in the workplace. How did this action arise? Follow up with: Who did you talk to? What were the results?
6. You have received details of name of organization Child Safeguarding policy. What do you think are its main strengths and weaknesses? Tell us about similar policies you have operated elsewhere. (If no similar experience: What do you see as the main challenges you might face in operating such a policy and how will you seek to overcome these?)
7. Describe the procedures that need to be in place to protect children

 **Child Safeguarding - Personal/professional values, approach to incidents or concerns**

1. Tell us about a time when you were concerned about the safety of a child. What steps did you take protect the child? If you did not take steps, what prevented you? What do you think you could have done (differently)?
2. Tell us about a time when you have felt uncomfortable about the way a colleague or another adult was behaving towards a child. What made you uncomfortable? How was the conduct inappropriate? What did you do about it? If nothing, what stopped you? Looking back, what do you think you could have done?
3. How would you describe your professional values in relation to working with children or for a children's organization? To what extent do these carry over into the contact you have with children in a personal capacity? Give us an example of this.
4. Tell me about a time when a child or young person behaved in a way that caused you concern. How did you deal with that? Whom else did you involve?
5. Have you ever felt uncomfortable about a colleague's behavior towards children in a previous job? What were your concerns, what did you do? How was the issue resolved?
6. Can you tell me about a time when you had to control a child’s behavior?

**Motivations for working with children**

1. What do you feel are the main drivers that led you to want to work with children
2. How do you motivate young people?
3. What has working with young people, to date, taught you about yourself?
4. How in your work or life so far have you tried to ensure that children are protected?
5. Why do you want to work with children? What do you think you have to offer? Give an example of how children have benefited from contact with you

**Emotional maturity and resilience**

1. Tell me about a time when you have been working with children when your authority was seriously challenged. How did you react? What strategies did you employ to bring things back on course? How did you manage the situation
2. Tell me about a person you have had particular difficulty dealing with. What made it difficult? How did you manage the situation?
3. You have been/are going to be working in close contact with children - how do you ensure that professional boundaries are maintained and that children are not put at risk? Can you give us an example of where your professional boundaries in working with children have been challenged in the past? How did you deal with that situation?

**Values and ethics**

1. What are your attitudes to child safeguarding? How have these developed over time?
2. What are your feelings about children who make allegations against staff?
3. How do you feel when someone holds an opinion that differs from your own? How do you behave in this situation?
4. How did you live the values of your current/previous organization?
5. Have you ever had concerns about a colleague about his or her behavior or attitude towards the children in his or her care? How did you deal with this?

**Humanitarian context**

1. What do you see as the main risks to children in the early phases of a Humanitarian response? What can organizations such as ours do to manage and mitigate those risks?
2. What is the most challenging child safeguarding issue that you have encountered in a humanitarian context?
3. How is monitoring of Child Safeguarding different during a humanitarian context?
4. What special actions would you take to ensure your team is complying with our policies in humanitarian contexts?

**Scenarios**

1. name of organization has a Child Safeguarding Policy to ensure that children are protected from all forms of abuse. How would you handle a situation where you saw one of your colleagues entering a hotel room with a 16-year-old child and the local community are gossiping about it?
2. You observe that despite many child safeguarding issues in the community, your project teams do not report child safeguarding concerns to management as required. Why do you think this is the case? How would you go about correcting this situation?
3. A staff member reports to you, that he suspects, that another staff member is abusing a young girl/ boy, as he was seen bringing them to his home more than once. What action would you take and whom would you involve?
4. Imagine that you are at a party in an NGO compound during a deployment. One of your colleagues attends the party with a date who, during the course of the evening, divulges that she is 17 years of age. What would you do?
5. Imagine you take up this post and on a field visit, you are told that a name of organization staff member is married to a 17-year-old. What actions would you take?
6. You are being posted to (xx country) where there are many vulnerable children who are abused and exploited in various ways (possibly by humanitarian staff). Have you encountered this situation in the past? What issues did it pose for you? How did you address these? What steps would be important for you to take if posted by name of organization to ensure children are not put at risk by name of organization staff, partners or those working in other agencies?
7. How do you ensure that our external/internal communication material does not put children at risk? How do you manage that tension between ensuring impact and putting the interests of the child first?