



ISLAMIC CHARITY FOUNDATION FOR EDUCATION AND SOCIAL WELFARE
ICFESW
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SAFE RECRUITMENT AND VOLUNTEER SCREENING POLICY

Preventing unsuitable individuals from working with children and vulnerable populations

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1. PURPOSE

Safe recruitment and volunteer screening are among the most critical safeguarding measures ICFESW can implement. This policy ensures that all individuals engaged by ICFESW whether as paid staff, volunteers, interns, consultants or service providers who have contact with children or vulnerable adults have been appropriately screened and vetted before starting work.

2. SCOPE

This policy applies to all ICFESW hiring and engagement processes, including:

- Permanent and temporary staff (all positions)
- Volunteers and community mobilisers
- Interns and students on placement
- Consultants and researchers
- Service providers, contractors and suppliers who have access to ICFESW premises or programmes
- Board members and governance body representatives

3. SAFEGUARDING IN JOB DESCRIPTIONS AND ADVERTISING

- All job descriptions and volunteer advertisements include an explicit safeguarding statement confirming that ICFESW has a Child Protection Policy and a PSEA Policy.
- Role descriptions for positions involving contact with children or vulnerable adults include specific safeguarding responsibilities.
- All ICFESW job adverts contain the statement: "ICFESW is committed to safeguarding all individuals in our programmes. Candidates must be willing to adhere to our safeguarding policies and undergo relevant screening."

4. APPLICATION AND SHORTLISTING

- Application forms for positions involving work with children require candidates to declare any prior convictions, cautions or investigations related to abuse, exploitation or safeguarding.
- Unexplained gaps in employment or volunteer history are specifically probed at shortlisting and interview stage.
- References from previous employers are checked before any offer is made.
- No candidate is shortlisted who has been found guilty of, or is under active investigation for, any offence related to child abuse, sexual exploitation or assault.

5. INTERVIEW PROCESS

- Safeguarding questions are included in all interviews for roles involving contact with children or vulnerable adults.



- Candidates are asked to describe their understanding of safeguarding, child protection and professional boundaries.
- Interview panels include at least two persons and are gender-diverse where possible.

Sample interview safeguarding questions: (1) How would you handle a situation where a child disclosed abuse to you? (2) What do you understand by professional boundaries with beneficiaries? (3) What actions would you take if you observed a colleague behaving inappropriately with a beneficiary?

6. PRE-EMPLOYMENT CHECKS

| Check | Application | Frequency |
|--------------------------------------|---|-------------------------------------|
| Identity Verification | All positions | At hiring |
| Reference Checks (min. 2) | All positions involving contact with beneficiaries | At hiring |
| Police Clearance / Criminal Record | All positions working with children; orphanage staff; residential staff | At hiring; every 3 years thereafter |
| Previous Employer Safeguarding Check | Positions involving children or vulnerable adults | At hiring |
| Sexual Offenders Register | Where available and legally permissible | At hiring |
| Self-Declaration Form | All positions | At hiring; annually thereafter |

7. INDUCTION

- All new staff, volunteers and interns complete mandatory safeguarding induction training within 30 days of joining.
- Induction includes: review and signature of the ICFESW Code of Conduct; overview of safeguarding policies; reporting procedures; role-specific safeguarding responsibilities.
- Completion of induction is recorded in the personnel file.

8. ONGOING MONITORING

- Performance reviews include assessment of adherence to safeguarding obligations.
- Concerns about any staff member's conduct are reported to the Safeguarding Focal Point.
- ICFESW reserves the right to conduct enhanced checks at any time during employment where concerns are raised.



9. VOLUNTEERS — SPECIFIC MEASURES

- Volunteers are subject to the same screening process as paid staff for their level of contact with beneficiaries.
- Volunteers working with children undergo police clearance checks.
- Volunteers sign a volunteer agreement that includes safeguarding obligations and the Code of Conduct.
- Volunteers do not work unsupervised with children or vulnerable adults during the first three months of engagement.

10. DATA PROTECTION

- All recruitment screening data is stored securely and accessed only by authorised personnel.
- Criminal record information is treated with strict confidentiality and used only for the purpose of the safeguarding assessment.
- Recruitment data is retained for five years after the end of employment and then securely destroyed.

11. NON-COMPLIANCE AND SANCTIONS

- Providing false information on a recruitment application is grounds for immediate dismissal.
- Any staff member or volunteer who fails to disclose a relevant conviction or investigation is subject to disciplinary action.
- Partners who do not implement equivalent screening standards may have their partnership agreement suspended.

12. REVIEW

This policy is reviewed annually by the Bureau Exécutif or following any significant recruitment-related safeguarding concern. All staff are notified of material changes.