



## Employee File Checklist

Please remember that personal files should be kept in a locked filing cabinet or in a locked electronic file. These files or cabinets should be kept in a room with limited access. Everything should be considered private and information should not be openly shared. Those who handle these sensitive documents should be trained on handling private information.

### Hiring & Onboarding

- Interview *(circle the method)*      Face-to-Face      Video Call
- Employee or Volunteer Application/Form *(if there is an organization form)*
- References Checked *(circle the number contacted)*      1      2      3
- Internet Name Search
- Criminal Background Check: *(circle all that apply)*      Federal      State      Local
- Checked Sex Offenders Registries

### Child Protection Documents Signed:

- Child Protection Safeguarding Policy
- Whistleblower Policy
- Code of Ethics
  
- Child Protection Training Completed
- Photo ID Copy *(Passport: if working or volunteering overseas -- in case of emergency)*
- Registration with National Embassy *(if working or volunteering overseas)*
- Visa(s) *(if working or volunteering overseas)*
- Model Release Form<sup>1</sup>
- Observation – Date: \_\_\_\_\_

*(continued on page 2)*

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<sup>1</sup> A Model Release Form allows the organization to use photographs taken during work for the purpose of advertising, marketing, and general communication.

## Periodic Updating

The date space is for indicated when the update was done.

- Employee Information

### Child Protection Documents Signed

(based on when documents are updated/revised; approx. 2-3yrs)

- Child Protection Safeguarding Policy      Date: \_\_\_\_\_      Date: \_\_\_\_\_
- Whistleblower Policy      Date: \_\_\_\_\_      Date: \_\_\_\_\_
- Code of Ethics      Date: \_\_\_\_\_      Date: \_\_\_\_\_

- Child Protection Training (yearly refresher recommended)

20\_\_\_\_,      20\_\_\_\_,      20\_\_\_\_,      20\_\_\_\_,      20\_\_\_\_,      20\_\_\_\_

- Photo ID Copy      Date: \_\_\_\_\_      Date: \_\_\_\_\_
- Observation (yearly)      Date: \_\_\_\_\_      Date: \_\_\_\_\_      Date: \_\_\_\_\_  
Date: \_\_\_\_\_      Date: \_\_\_\_\_      Date: \_\_\_\_\_      Date: \_\_\_\_\_