Checklist Title: **Confidence in Staff – Standard 12**

**Setting: Manager:**

**Date:**

|  |  |  |  |
| --- | --- | --- | --- |
| Evaluation | Scoring  1-5 | Action Points | Date for completion |
| The service recruits and selects staff and volunteers through a process which takes account of safe recruitment practices. These include:   * enhanced disclosures from Disclosure Scotland * checks with previous employer * taking up references * cross-referencing to the register of the Scottish Social Services Council or other professional organisations. |  |  |  |
| The service:   * complies with the input standards on adult: child ratios and relevant staff qualifications as outlined in the National Care Standards * applies procedures to select staff with a range of qualifications, skills and experience relevant to the aims of the service * provides staffing levels which are sufficient to provide for the needs of children and allow for continuity of care * uses staff in ways that make good use of their expertise * has an effective system for identifying and monitoring staff development needs * training is carefully planned and evaluated in line with national and local guidelines |  |  |  |