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

**Setting: Manager:**

**Date:**

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| --- | --- | --- | --- |
| Evaluation  | Scoring1-5 | 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.
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| 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
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