



Safeguarding Position Assessment for Expected Level of Contact with Children and Young People

This tool is designed to help assess positions for the expected level of contact with children and young people and to help determine the appropriate safeguarding recruitment process to follow.

The assessment is completed by determining the level of contact the position will have working with children and young people based on the context of the role as listed below. The level the position falls within, will determine the safeguarding documents and processes that should be completed.

Contact Level with Children	Context	WWCC Required	Safeguarding Interview Questions	Safeguarding Reference Checks	Signed Code of Conduct	Safeguarding Training
Level 3 Frequent Contact	A large part or even the whole of the role involves direct contact with children and young people					
Level 2 Occasional Contact	A part of the role involves direct contact with children and young people but it is not an integral part of the role					
Level 1 Rarely in contact	No part of the role has direct contact with children and young people *	N/A			N/A	

*Please note that if the role has no direct contact with children and young people yet the role involves working with sensitive child-related material, a WWCC will be required for the position and the Level 2 process should be followed.

Position: _____

Date Checked: _____

By Whom? _____