**Protection Mainstreaming Checklist – Onboarding New Staff**

*By End of Month 1:*

* Knows the following basic information:

|  |  |
| --- | --- |
| About CRS | About their role |
| Who CRS is | Who they should report to |
| How long CRS has worked in-country | What are they responsible for/not responsible for |
| Main sectors & geographical focus of CRS work in-country | Their hours of work and rest time |
| That CRS provides assistance on the basis of need, not creed, race, sex, political affiliation etc. |  |

* Has signed CRS Code of Conduct and Policy on Protection from Abuse and Exploitation
* Received CRS one hour *Code of Conduct Training*
* Received a copy of the WHO Psychological First Aid Pocket Guide
* Received t-shirt/hat/ID badge in advance of going to meet with/visit affected communities
  + ID badge/t-shirt to state whether staff or volunteer
  + Only where safe and appropriate to be identified
  + All Items to be returned at the end of the field site visit
* Has taken the online Headington Institute course[[1]](#footnote-1)
  + International staff and HRD informed of Headington support services
* Received introduction to HRD Protection Mainstreaming Focal Point and PSS TA for any support needs
* Receives regular feedback on performance and coaching where relevant

*By End of Month 3:*

* Received training on CRS Policy on Protection from Abuse and Exploitation
* Know how to report suspicious behavior or concerns about fellow staff members or other humanitarian workers
* Have received full job description, detailing main areas of work, main priorities and responsibilities, and line manager to report to
* Receives regular feedback on performance and coaching where relevant

*By End of Month 6:*

* Know how and when to refer vulnerable cases to other NGOs/service providers for specialized assistance beyond the remit of CRS
  + Using Protection Cluster or CRS-developed referral pathway
* Receives regular feedback on performance and coaching where relevant

1. <http://www.headington-institute.org/topic-areas/125/trauma/245/trauma-and-critical-incidents> [↑](#footnote-ref-1)