

## Recruitment Checklist

Event	Notes	Date Completed
<b>Planning</b>	Timescales Person specification/Job Description including expectation to follow all safeguarding procedures Application Form (state no CVs accepted) Include commitment to safeguarding on all recruitment materials, including website Applicant Pack created, including safeguarding information Statement that DBS/other vetting checks will be completed	
<b>Vacancy Advertised</b>		
<b>Applications received</b>	Scrutiny of dates, gaps, discrepancies and link to Person Spec,/JDs	
<b>Short-listing</b>	At least two people involved Judged against standard criteria	
<b>References requested</b>	Request directly from appropriate referee Ask specific safeguarding questions	
<b>References received</b>	Scrutinised against information given on application form Note issues of concern to be followed up at interview or with referee	
<b>Invitation to interview sent out</b>	Include full instructions for the day, including request to bring along proof(s) of identity, evidence of qualifications and right to work in UK. For teachers, proof of QTS.	
<b>Interview day - applicants</b>	Copies of documents taken and any issues noted and shared with interview panel for clarification. Any lack of documents queried and panel agree whether to interview or not.	
<b>Interview day – panel</b>	Panel must include at least one person who has completed Safer Recruitment training Panel must include people who are authorised to appoint staff Panel to have met prior to interviewing and have discussed the questions and assessment criteria The same people interview every candidate	
<b>Interview</b>	Check any discrepancies in application form/ references/ identity/qualification evidence Check suitability to work with children Explore safeguarding/child protection understanding Record made of questions/answers	
<b>Conditional offer of employment made</b>	Made clear to successful applicant that the offer of employment is conditional on successful vetting and other per-employment checks (eg. medical) (and for non-teaching posts, a probationary period)	
<b>Records of Interview information filed</b>	For unsuccessful candidates - kept from date of appointment of successful candidate plus 6	

	<p>months (include name of interviewers with safer recruitment training)</p> <p>For successful candidate – placed in personnel file and kept until termination of employment plus 6 years (include name of interviewers with safer recruitment training)</p> <p>Evidence of Right to work in UK – kept until termination of employment plus not less than two years</p> <p>Copies of DBS Certificates – must not be kept for longer than 6 months</p> <p>Copies of other evidence may be kept on file until termination of employment plus 6 years</p>	
<b>Enhanced DBS form completed and sent off</b>	For all staff and governors.	
<b>DBS Barred List requested</b>	For staff or governors in regulated activity only.	
<b>Health Form completed and requested</b>		
<b>Prohibition from teaching check completed</b>	Using Teacher Services	
<b>Prohibition from management check</b>	(Not needed in maintained schools; only required in independent/academies/free schools) Known as Section 128 check and completed via Teacher Services	
<b>Disqualification by Association check</b>	For those working with under-8s Self-declaration	
<b>QTS Check for teachers (Need not apply in academies, independent or free schools)</b>	Confirmation of qualified teacher status, including confirmation that where relevant the probationary period has been completed. Confirmation statutory induction completed. Checked via Teacher Services	
<b>Overseas Checks</b>	Not prohibited or restricted from teaching by another EU country. Completed via Teacher Services. Police check/Certificate of Good Conduct obtained according to school policy For overseas trained teachers, letter that NARIC has agreed equivalence of qualification with UK standards	
<b>Single Central Record</b>	All relevant checks recorded on the Single Central Record	
<b>Induction completed</b>	Including: Child Protection Training Code of Conduct or Staff Behaviour Policy Read 'Keeping children safe in education'	