



SAFER RECRUITMENT CHECKLIST

SCHOOL DIVISION: WHOLE
POLICY DIVISION: SAFEGUARDING
POLICY OWNER: Principal
DATE: September 2018

1. Introduction

Safe recruitment practices are the responsibility of all those involved in recruitment and safeguarding children the responsibility of all employees and volunteers. The **Safeguarding Vulnerable Groups Act 2006** on which all subsequent national safer recruitment guidance is based, makes the recruiting manager (as well as the Governing Body) specifically accountable for ensuring safe recruitment practices are followed. Ofsted will ask schools to demonstrate their commitment to Safer Recruitment. This checklist, which has been written in line with DfE and CWDC guidance, is intended to give an outline of the safer recruitment process and to be a convenient first-stop source of reference for schools. Further detail can be found in:-

- Department for Education's (DfE's) 'Safeguarding Children and Safer Recruitment in Education';
- Children's Workforce Development Council's (CWDC's) 'Safer Recruitment Workshop Participant Handbook'
- Model Safer Recruitment Guidance and the Schools Disclosure Policy

2. Volunteers

Some of the pre-employment checks listed below apply to those volunteers (including Governors) who will be working regularly as well as to paid employees. To quote the DfE Guidance, 'a streamlined procedure (for recruiting volunteers) can be adopted:

- Seeking references
- Checking to ensure others in the school community know of no concerns and can make a positive recommendation
- Conducting a formal interview to gauge the person's aptitude and suitability and
- Undertaking List 99 and DBS checks

3. Agency Workers and Contractors

'In the case of agency workers and contractors schools must be satisfied that the appropriate checks have been carried out and are satisfactory'. If someone is **self employed** and working regularly then a DBS check is needed as there is no way for us to be sure whether or not there is any 'soft information' on the individual.

The recruitment process for **casual and supply work** is currently under review, further guidance will be forthcoming; in the meantime we strongly recommend that, in line with

DfE Safeguarding Children Guidance, references are taken up and (where relevant) qualification checks are undertaken for casual non-teaching positions and that they are interviewed, and that **non-agency supply** teachers are interviewed. As with volunteers, all individuals appointed on a casual and supply basis who will be working regularly will need to have a DBS check undertaken on them.

4. The Safer Recruitment Checklist

Stage of Process	Initials	Date
Planning <ul style="list-style-type: none"> • Identify the vacancy • Decide timetable (ensuring that this allows sufficient time to carry out necessary checks at the appropriate stages) bear in mind – average recruitment takes 12 weeks • Decide who will be involved in the process and what their roles will be (eg short listing panel, interview panel) one of those involved should have been on safeguarding training • Review and update as necessary the documents to be provided to applicants, including the Job Description, Person Specification and the Application Form • Ensure that an explicit 'Recruitment and Selection Policy Statement' is included in the documents • Ensure that the application form seeks all relevant information and includes the relevant statements about references, Criminal Records Disclosure and other pre-employment checks. • Ensure that the Job Description and Person Specification reflect the individual's responsibility for 'promoting and safeguarding the welfare of children' and that the person specification details the qualifications, experience, competencies and qualities needed and states that a DBS check is essential • Ensure the Application Pack is ready to dispatch to candidates by the date the advert appears 		
Advertising <ul style="list-style-type: none"> • Decide where to advertise the post • Prepare advertisement, ensuring the appropriate details of the post, the salary, the qualifications required, the closing date and the anticipated interview date are included • Ensure that the advertisement includes the school's statement of commitment to safeguarding and promoting the welfare of children and the need for the successful candidate to be DBS checked • Arrange for the advert to be placed in the appropriate forums/publications 		
Initial Handling of the Response <ul style="list-style-type: none"> • Send to interested candidates the Application Pack prepared earlier (the Authority's Ex Offenders Policy' should be sent with the application form) • When completed application forms received, ensure that they are recorded as having been received and copied as necessary for the short-listing panel 		

<p>Scrutinising and Shortlisting</p> <ul style="list-style-type: none"> • Draw up a shortlist of candidates, using a short-listing assessment form based on the objective criteria listed in the Person Specification (included those criteria relating to the promotion and safeguarding of the welfare of children) • Scrutinise all the application forms of those candidates considered for shortlisting for any discrepancies/anomalies/gaps in employment • Note any such discrepancies/anomalies/gaps in employment to explore at interview with the applicant and if necessary through previous employers 		
<p>Invitation to Interview</p> <ul style="list-style-type: none"> • Invite all short-listed candidates to interview, include details of the arrangements for the interviews, 'how the interview will be conducted and the areas it will explore including suitability to work with children • States that the identity of the successful candidate will need to be checked and that the DBS Disclosure check where appropriate will need to be carried out and therefore ensure that the invitation instructs all candidates to bring i) ID to enable the DBS application process to be begun for the successful candidate ASAP and ii) proof of qualifications if necessary • Ask candidate if they have any special needs 		
<p>Checks before interview (including References)</p> <ul style="list-style-type: none"> • Using a pro-forma that asks the recommended questions, request (directly from the referees concerned) at least two references on each short-listed candidate ASAP after short-listing (and before interviews take place) requesting they are returned before the interview date • Ensure that reference requests include recommended specific questions (eg suitability for their role, suitability to work with children, regarding allegations or disciplinary action) • Wherever possible get a reference relating to a role in which the candidate worked with children • Wherever possible ensure that references are available before the interview so that any issues arising can be taken into account/explored further with the previous employer/or candidate in the interview • Where necessary verify that a candidate has a qualification or experience that is 'particularly relevant' to the post with the previous employer • Check short-listed candidates 'Declaration of Criminal Record' form and, if necessary, follow-up contents either before or during interview. • When references are received, check the contents against the information supplied on the application form, scrutinise for any discrepancies/issues of concern and note down any such concerns • Follow up any issues of concern with referee if necessary : ensure record of any verbal conversation is kept 		

Interview Preparation		
<ul style="list-style-type: none"> • Prepare for the interviews and for any other assessments taking place on the selection day (eg tests, presentations) as necessary • Ensure that there are a least two interviewers on the panel, that at least one panel member has undertaken the national Safer Recruitment training developed by the CWDC, that they have the authority to appoint and that they have met in advance to agree questions/assessment criteria/standards (objectivity is important : consider using a scoring system) • Ensure that the interview is structured, that open questions are asked to draw out candidates actual experience and that the questions explore the applicant's motivation towards safeguarding children/suitability to work with children as well as for the post 		
<ul style="list-style-type: none"> • Take notes • Assess the applicant's suitability for the post and explore the candidate's attitude to children, gaps in their employment history and any concerns arising from information in the application or references • Ask the candidate if they wish to 'declare anything in the light of the requirement for DBS Disclosure' • Where applicable, and where this has not been done before interview, follow-up regarding the contents of 'Self-Declaration of Criminal Record' form • If references have not yet been received, ask the candidate 'if there is anything they wish to discuss/declare in light of the questions put to their referees • Ensure all the candidates' application forms have been signed • Assess all applicants' interview performances using the agreed criteria, ensuring that such assessment is fair and objective • Ask the successful candidate to provide proof of ID and qualifications immediately (of ASAP after the offer is made) • Keep copies of the documents used to verify the successful candidates' ID (with regard to their right to work in the UK) and to verify their qualifications for inclusion on their personal file • Retain all the interview notes and assessment materials securely for six months in case any aspect of the appointment process is challenged 		
Conditional Offer of Employment		
<ul style="list-style-type: none"> • Make a conditional offer of appointment (first verbally, then in writing) to the successful candidate (conditional on the successful completion of the necessary pre-employment checks and, in the case of non-teaching posts, on the completion of a probationary period • Ask the successful candidate to provide ID and proof of qualifications (if not done so already) and to complete the DBS online application ASAP • Contact and give feedback to the unsuccessful candidates 		

If the checks reveal concerns – please contact Schools HR if any of the checks reveal concerns about the candidate's suitability to work with children.

Once the school has completed the pre-employment checks –

- Agree start date with the successful candidate
- Destroy the completed Self-Declaration of Criminal Record forms

- File the contractual paperwork including the completed DBS application form and copies of ID, references and proofs of qualifications and the Pre-Employment Medical Enquiry form with the Method of Pay, P45, Application/Equal Ops, Emergency Contact and T1s or S1a forms. Upload all to iSAMS
- Add the required details of the checks carried out on the appointed individual to the school's Single Central Record

5. Post Appointment – Induction

- Put in place and implement the appropriate induction programme for all newly appointed staff or new volunteers
- Include in this induction, training etc to ensure the new employee or volunteer understand their on-going responsibilities regarding safeguarding issues