



SAFER RECRUITMENT CHECKLIST

SCHOOL DIVISION: WHOLE
POLICY DIVISION: SAFEGUARDING
POLICY OWNER: Human Resources
DATE: April 2022

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 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) 'Working Together to Safeguard Children', 'Staffing and Employment Advice for Schools' and 'Keeping Children Safe 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 unsupervised 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 DBS checks including children's barred list information.

3. Agency Workers and Contractors

'In the case of agency workers and contractors, the school 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.

For **casual and supply workers** including peripatetic teachers, in line with DfE Safeguarding Children Guidance, the safeguarding process is the same as it is for regular employees.

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 shortlisting 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, Application Form, Equality and Diversity Monitoring Form and Safeguarding Policy. ● 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 ● When completed forms are received, ensure that they are attached to the appropriate applicant 		
Scrutinising and Shortlisting		
<ul style="list-style-type: none"> ● Shortlist 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 		

Claremont School Safer Recruitment Checklist

<ul style="list-style-type: none"> Note any such discrepancies/anomalies/gaps in employment to explore at interview with the applicant and if necessary through previous employers 		
Invitation to Interview		
<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 The identity of the successful candidate will need to be checked and the DBS Disclosure check where appropriate will need to be carried out. Therefore ensure that the invitation instructs all candidates to bring i) ID to enable the DBS application process to begin for the successful candidate ASAP and ii) proof of qualifications if necessary Ask candidate if they have any special needs 		
Checks before interview (including References)		
<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 'Disclosures' information on the application form and, if necessary, follow-up on 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 interview 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 Safer Recruitment in Education training on Educare , 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 Interviewers should discuss the structure of the interview beforehand and agree who is going to ask what types of questions. 		

<p>Interview and Selection</p> <ul style="list-style-type: none"> ● 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 ● Interviewers should take detailed notes of the applicants' responses and ask follow up questions to clarify any concerns ● Where applicable, and where this has not been done before interview, follow-up on any concerns with the applicant's 'Disclosures' information on the application form ● Reiterate our safeguarding process including the need for references (if not yet completed) and DBS checks and ensure the applicant is happy for us to proceed with completing these ● 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 ● 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 		
<p>Conditional Offer of Employment</p>		
<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. 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 		
<p>Post Employment Offer</p>		
<ul style="list-style-type: none"> ● If the checks reveal concerns – please contact HR if any of the checks reveal concerns about the candidate's suitability to work with children. ● Once the school has completed successful pre-employment checks <ul style="list-style-type: none"> ● Agree start date with the successful candidate and send contract ● File the contractual paperwork including copies of ID, references, proof of qualifications Pre-Employment Medical Enquiry form, Method of Pay, P45, Application, Diversity Monitoring Form, Emergency Contact and T1s or S1a forms. Upload all to the human resources management system and data management system. ● Add the required details of the checks carried out on the appointed individual to the school's Single Central Record. 		