

Recruitment and selection checklist

Pre-interview	Initials	Date
Planning – timetable decided: job specification and description and other documents to be provided to applicants, reviewed and updated as necessary. Application form seeks all relevant information and includes relevant statements about references etc.		
Vacancy advertised – (where appropriate) advertisement includes reference to safeguarding policy; that is, statement of commitment to safeguard and promoting welfare of children and need for successful applicant to be DBS checked.		
Applications on receipt – Scrutinised – any discrepancies/ anomalies / gaps in employment noted to explore if candidate considered for shortlisting.		
Interview Panel – should be briefed and at least 1 member suitability trained in safer recruitment.		
Shortlist prepared and interview	Initials	Date
Reference – seeking sought directly from referee on shortlisted candidates; ask recommended specific questions; including reason for leaving and any previous safeguarding allegations / disciplinary action.		
Reference – on receipt checked against information on application; ensure referee has appropriate authority, scrutinise; any discrepancy/issue of concern noted to take up with referee and/or applicant.		
Invitation to interview – includes all relevant information and instructions.		
Criminal record self disclosure – with explanation or links to filtering rules and spent / unspent and signposts to impartial advice - sent to shortlisted candidates and to be returned prior to interview date		
Interview arrangements – at least 2 interviewers; panel members have authority to appoint; have met and agreed issues and questions/assessment criteria/standards.		
Interview – explores applicant’s suitability for work with children as well as suitability for the requirements of the post.		
Any self-disclosed criminal history or issues of suitability – check information would not be filtered / protected, discuss context with candidate at interview, record what was discussed, seek additional advice if necessary.		
Identity & right to work – original documents verified on day of interview		
Birth certificate – is seen wherever possible, in order to identify whether a person has changed their name		
Qualifications of successful applicant verified on the day of interview by scrutiny of appropriate original documents; copies of documents taken and placed on file		
Post interview	Initials	Date
Conditional offer of appointment – offer of appointment is made on conditional satisfactory completion of the following pre-appointment checks and consideration of a probationary period.		
References - receive and check (if not obtained and scrutinised previously) any issues are clarified with referee and/or candidate. <u>Content confirmed with the referee and electronic references are verified as from a legitimate source.</u>		
Identity & Qualifications (if these could not be verified at interview)		

	Initials	Date
Evidence of right to work in the UK – refer to https://www.gov.uk/legal-right-work-uk for guidance.		
DBS Certificate – Apply for relevant level of DBS, which will be sent back to the applicant. Applicant should then present the original certificate to the recruiting manager. Any disclosed information relevant to suitability should be compared with the self-disclosure. The recruiting manager should make a note on the Single Central Record of the date it was seen by them. For applicants who are signed up to the DBS update service, permission must be sought from the candidate to view the certificate by the recruiting manager. If it isn't at the appropriate level or the disclosure details have changed, a new DBS must be obtained.		
Barred list check – check the candidate is not barred from taking up the post (this check should only be undertaken for those working in regulated activity, more guidance at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf).		
Qualified Teacher Status (QTS) – (for teaching posts in maintained schools) the teacher has obtained QTS or is exempt from the requirement to hold QTS (for teaching posts in FE colleges), the teacher has obtained a PGCE or Certificate of Education (Cert. Ed) or FE Teaching Certificate		
Prohibition / GTCE – (<i>for teaching posts</i>) the teacher has not been included in the prohibition list, interim prohibition list or subject to GTCE sanctions		
Prohibition from management (<i>independent/free schools/academies and maintained school governors</i>) – anyone appointed to a management position is not barred from management by the Secretary of State		
Health – Ensure the candidate is medically fit to take up the post. This requirement can be satisfied by using a self-declaration medical form.		
Disqualification from childcare – (for relevant posts only) go to https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006 for more guidance on who is bound by the disqualification rules.		
Employing individuals who have lived or worked outside the UK – These individuals must undergo the same checks as any other candidate, as well as further checks so that relevant events that occurred outside the UK can be considered. Further guidance on overseas criminal checks can be found here: https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants		
Appointment and probationary period	Initials	Date
Induction – include the following: <ul style="list-style-type: none"> - Appropriate level of safeguarding and child protection training - Name and how to contact the DSL - KCSIE part 1 (or annex A if appropriate) with annex B (for staff in contact with children) - Online safety & acceptable use agreement - Whistleblowing - Pupil behaviour policy - Safe working practice / staff code of conduct - Health & Safety in the workplace - Emergency evacuation procedures - Any other relevant CPD 		