

Chellaston Junior School Safer Recruitment Checklist

Date _____ Position _____ Name of Candidate _____

Pre-Interview				Initials	Date
Identifying recruitment need – complete PEAK MAT Recruitment form; await confirmation from KG; proceed with recruitment process in line with what has been agreed.					
Planning – timetable decide; Job Spec and Description; Person Spec. Application form seeks all relevant information and includes relevant statements about references etc.					
Vacancy Advertised (where appropriate) Advert includes reference to safeguarding policy, that is, statement of commitment to safeguarding and promoting the welfare of children and need for successful applicants to be DBS checked. Vacancy is advertised MAT-wide on each school's website, on Social Media sites and on TES/Indeed.					
Applications on receipt scrutinised; any discrepancies, anomalies, gaps in employment explored to consider if candidate should be shortlisted					
Candidate Shortlisted?				Yes	No
Shortlisted Candidates				Initials	Date
References – seeking ; sort directly from referee of shortlisted candidates; ask recommended, specific questions; include statement about liability for accuracy.					
TWO References Received checked against information on application; scrutinised; and discrepancy/issue of concern noted to take up with referee and/or applicant (at interview if possible)					
Invitation to interview includes all relevant information and instructions					
Interview arrangements - at least two 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 the post (questions to include confidentiality and safeguarding)					
Note - identity and qualifications of successful applicant verified on day of interview by scrutiny of appropriate original documents; copies of documents taken and placed on file.					
Qualifications if not verified on the day of the interview (photocopies to be kept on file)					
Qualified Teacher Status (QTS) – for teaching posts in maintained schools; the teacher has obtained QTS. PGCE, Cert Ed.					
Basic Skills Tests passed					
Right to Work in the UK / Identify				Which documentation?	
Right to Work Documentation provided (one from List A or List B – see appendix 1)					
Other Identity (e.g. passport, driving licence)					
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<i>NB - If the person is already employed at the school – check personnel file</i>				Yes	No
Copies of the three documents taken?					
Is the photograph consistent with the appearance of the person?					
Are addresses consistent ?					
Are the dates of birth consistent across the documents?					
Where names differ, have you attached further documents to explain why there are different names (e.g. marriage certificate, divorce decree, deed poll)?					
Are you satisfied that the documents are genuine (not tampered with, belong to the holder and they are allowed to do the type of work you are offering)?					
Conditional Offer Made				Yes	No
Conditional offer of appointment ; pre-appointment checks; offer of appointment is made conditional to satisfactory completion of the above and below pre-appointment checks and, for non-teaching posts, a probationary period					
DBS Application completed (or the individual is registered with update service)					
Disclosure Number	Date Issued	Certificate seen (Y/N)	Information disclosed (Y/N)	If Yes (information has been disclosed) attach a copy of the Criminal Record Impact Assessment Form(s)	
DBS barred list – check that the person is not prohibited from taking up the post					
Prohibition – for teaching posts; the teacher has not been included in the prohibition list or the interim prohibition list					
Section 128 Direction Check (only for Leadership and Chair of Governors)					
Conditional Offer accepted?					
Self-Disclosure – complete?					
Self Disclosure – Any disclosures					
Appointed Candidates				Initials	Date
Where appropriate, Occupational Health Pre-Employment online application completed					
Health – the candidate is medically fit					
Statutory Induction (for teachers who obtained QTS after 7 th May 1999)					
Child Protection Training and other induction such as H&S, safe working practice / code of staff behaviour etc					