



HOLY TRINITY CATHOLIC SCHOOL

Safer Recruitment and Safe Organisations Checklist

Name of Staff Member/Volunteer		Name of Manager completing checklist:	
Date of completion:		Review date (if appropriate)	
Safer Recruitment Panel Member (name)		Evidence scrutinised and checked by	

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 safeguarding 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 short-listing. Check declaration re previous convictions is signed.		
Short-list prepared – (Panel of 3 people advised)		
References - seeking Sought directly from referee on short-listed candidates; ask recommended specific questions; include statement about liability for accuracy		
References – on receipt Checked against information on application; scrutinised; any 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 – letter of invitation includes statement about safeguarding children and safer recruitment processes		
Interview arrangements We aim for at least three interviewers; panel members have authority to appoint; have met and agreed issues and questions/assessment criteria/standards		
Interview Explores applicants' motivations and suitability for work with children as well as for the post		
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; where appropriate applicant completed application for DBS disclosure and application is signed especially if sent online.		
Conditional offer of appointment Conditional offer of appointment is made on the basis that all pre-appointment checks are satisfactory e.g. right to work in UK. This will include for non-teaching posts a probationary period.		
References (if not obtained and scrutinised previously)		
Identity (if that could not be verified at interview)		
Qualifications (if not verified on the day of interview)		
Permission to work in UK, if required (All new entrants)		
DBS Certificate – where appropriate satisfactory DBS certificate received		
BDS Barred list – person is not prohibited from taking up the post (Prohibited list attached)		
Health – the candidate is medically fit		
Prohibition – (for teaching posts) the teacher has not been included in the prohibition list or interim prohibition list		
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 Post Graduate Certificate of Education (PGCE) or Certificate of Education (Cert. ED) awarded by a higher education institution, or the FE Teaching Certificate conferred by an awarding body.		
Statutory Induction (for teachers who obtained QTS after 7 May 1999)		
Induction includes staff code of conduct and safeguarding check and other induction such as H&S, Safe Working Practice/code of staff behaviour etc		

THIS IS TO BE FILED AND STORED CONFIDENTIALLY WITH SUCCESSFUL CANDIDATE SCORE MATRIX