



Safer Recruitment Procedure – Action Checklist

Activity/Step	Who's responsible	Action completed
Pre interview Planning • Identify vacancy • Job description/person specification prepared with safeguarding elements incorporated • Position on DBS checks/references and how and when these will be requested is clear • Interview panel agreed • Assessment methods and timetable agreed	Owners	
Advertising • Makes clear reference to safeguarding children • Recruitment pack contains full details of role description, referencing process and DBS checks sent out to all applicants	Owners	
Applications and shortlisting • Job description and person specification used as shortlisting criteria. Notes made and held to support decisions • Any discrepancies, anomalies or gaps in employment are to be explored and accounted for at interview and within references • Shortlisted applicants informed about documentation required at interview	Owners	
References • Candidate permission must be obtained to request references from current employer/s • On receipt, references should be checked for discrepancies and explored at interview as necessary • Questions left blank should be followed with referee verbally	Owners	
Interviews – selection and assessment • At least two interviewers on panel • Check and copy documentation and identity details as appropriate	Interview panel	

Activity/Step	Who's responsible	Action completed
Decision making Data from interview/assessment and references are used to determine whether suitability has been met and from this determine the best candidate for the job	Interview panel	
Conditional job offer (may be verbal offer) - Must be made subject to satisfactory completion of pre-employment checks and any outstanding references - Job offer will be subject to probationary period	Interview panel	
Pre-employment checks - Minimum of two references, one of which must be from existing or most recent employer. Recommend that where possible references cover the last 5 years work history - Enhanced DBS check satisfactory (reference number, date of issue, who obtained it) ideally received before start date - If a candidate has been resident overseas for three months or more in the last five years, check criminal record in that country (see Home Office guidance) https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants - Identity and qualifications confirmed	Owners	
Confirmation of offer and start - Induction arrangements in place, including: - Job description - Employment contract within 8 weeks - Risk assessment - New entrant made aware of safeguarding standards/culture and code of conduct - New entrant receives safeguarding children training and updates - Induction/probationary periods managed where appropriate	Owners	