

## Recruitment and selection checklist (COVID adjusted)

(based on a version developed by Wigan Safeguarding Children Board)

Pre-interview	Initials	Date
<b>Planning – timetable decided:</b> 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.		
<b>Vacancy advertised</b> – (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.		
<b>Applications on receipt</b> – Scrutinised – any discrepancies/ anomalies / gaps in employment noted to explore if candidate considered for shortlisting.		
<b>Interview Panel</b> – should be briefed and at least 1 member suitability trained in safer recruitment.		
Shortlist prepared and interview	Initials	Date
<b>References</b> – Seeking – sought directly from referee on shortlisted candidates; ask recommended specific questions; including any previous safeguarding allegations.		
<b>Reference – on receipt</b> checked against information on application; scrutinise; any discrepancy/issue of concern noted to take up with referee and/or applicant.		
<b>Invitation to interview</b> – includes all relevant information and instructions.		
<b>Interview arrangements</b> – at least 2 interviewers; panel members have authority to appoint; have met and agreed issues and questions/assessment criteria/standards.		
<b>Interview</b> – explores applicant’s suitability for work with children as well as suitability for the requirements of the post.		
<b>Any self-disclosed criminal history or issues of suitability</b> – check information would not be filtered / protected, discuss context with candidate at interview, record what was discussed, seek additional advice if necessary.		
<b>Identity &amp; right to work</b> – original documents verified on day of interview <b>OR (for remote recruitment) scanned originals seen by school &amp; date scan was received should be recorded here</b>		
<b>Qualifications</b> of successful applicant verified on the day of interview by scrutiny of appropriate original documents; copies of documents taken and placed on file <b>OR (remote recruitment) scanned originals seen by school &amp; date scan received should be recorded here</b>		
<b>Conditional offer of appointment</b> – offer of appointment is made on conditional satisfactory completion of the following pre-appointment checks and consideration of a probationary period.		
<b>References</b> - receive and check (If not obtained and scrutinised previously) any issues are clarified with referee and/or candidate. <u>Electronic references are verified as from a legitimate source.</u>		
<b>Identity &amp; Qualifications</b> (If that could not be verified at interview) <b>If recruitment process was remote, the originals must be seen in school on or before start date &amp; the date seen should be recorded here</b>		
<b>Evidence of right to work in the UK</b> – refer to <a href="https://www.gov.uk/legal-right-work-uk">https://www.gov.uk/legal-right-work-uk</a> for guidance. <b>If recruitment process was remote, originals must be seen on or before start date &amp; the date seen recorded here</b>		

	Initials	Date
<p><b>DBS Certificate</b> – 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. The recruiting manager should make a note on the Single Central Record of the date it was seen by them. Any disclosed information relevant to suitability should be compared with the self-disclosure.</p> <p>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. <b>If recruitment process was remote, a scanned copy of the ID and DBS certificate can be used to check status on the update service but originals must be seen on or before start date &amp; cross-referenced with details on scanned docs.</b></p>		
<p><b>Barred list check</b> – 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 <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf</a>).</p>		
<p><b>Qualified Teacher Status (QTS)</b> – (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</p>		
<p><b>Prohibition</b> – (<i>for teaching posts</i>) the teacher has not been included in the prohibition list, interim prohibition list or subject to GTCE sanctions</p>		
<p><b>Prohibition from management</b> (<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</p>		
<p><b>Health</b> – Ensure the candidate is medically fit to take up the post. This requirement can be satisfied by using a self-declaration medical form.</p>		
<p><b>Disqualification from childcare</b> – (for relevant posts only) go to <a href="https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006">https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006</a> for more guidance on who is bound by the disqualification rules.</p>		
<p><b>Employing individuals who have lived or worked outside the UK</b> – 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. For teaching posts, this will include a check of the EEA list. Further guidance on overseas criminal checks can be found here: <a href="https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants">https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants</a></p>		
<b>Appointment and probationary period</b>	<b>Initials</b>	<b>Date</b>
<p><b>Induction</b> – include the following:</p> <ul style="list-style-type: none"> <li>- Appropriate level of safeguarding and child protection training</li> <li>- Name and how to contact the DSL</li> <li>- Whistleblowing</li> <li>- Pupil behaviour policy</li> <li>- Safe working practice / staff code of conduct</li> <li>- Health &amp; Safety in the workplace</li> <li>- Setting emergency evacuation procedures</li> <li>- Any other relevant CPD</li> </ul>		

## Safe Recruitment Checks – Single Central Record

- The School Staffing (England) Regulations 2009 require governing bodies of maintained schools to ensure that at least one person on any appointment panel has undertaken safer recruitment training.
- The single central record must cover the following people:
  - all staff (including supply staff, and teacher trainees on salaried routes) who work at the school: in colleges, this means those providing education to children; and
  - for independent schools, including academies and free schools, all members of the proprietor body.

Check needed	Guidance from KCSIE 2022
<ul style="list-style-type: none"> <li>• an identity check</li> </ul>	<ul style="list-style-type: none"> <li>• including supply teachers to ensure they are the people you were expecting from an agency</li> </ul>
<ul style="list-style-type: none"> <li>• a barred list check</li> </ul>	<ul style="list-style-type: none"> <li>• needs to be obtained separately for a new member of staff if there is a wait for the DBS check</li> </ul>
<ul style="list-style-type: none"> <li>• an enhanced DBS check/certificate</li> </ul>	<ul style="list-style-type: none"> <li>• Section 128 check:                             <ul style="list-style-type: none"> <li>○ for a new appointee to occupy a management post in an independent school, academy or free school (<b>includes head teacher, all teaching senior staff &amp; heads of faculty/ dept</b>)</li> <li>○ a trustee of an academy or free school trust</li> <li>○ a governor or member of a proprietor body for any school</li> </ul> </li> <li>• check whether the individual has been barred from taking part in the management of an independent school.</li> <li>• this may be done through the DBS barred list checking process which now includes bars from taking part in management</li> </ul> <p><u>There is <b>no requirement</b> to obtain an enhanced DBS certificate or carry out checks for events that may have occurred outside the UK if, during a period which ended not more than three months before the person’s appointment, the applicant has worked:</u></p> <ul style="list-style-type: none"> <li>• In a school in England in a post:                             <ul style="list-style-type: none"> <li>• which brought the person regularly into contact with children or young persons; or</li> <li>• to which the person was appointed on or after 12th May 2006 and which did not bring the person regularly into contact with children or young persons;</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• a prohibition from teaching check</li> </ul>	<ul style="list-style-type: none"> <li>• Must include all teachers with or without QTS</li> <li>• A check of any prohibition can be carried out using the Employer Access Online Service. <a href="https://teacherservices.education.gov.uk/">https://teacherservices.education.gov.uk/</a></li> </ul>
<ul style="list-style-type: none"> <li>• further checks on people living or working outside the UK</li> </ul>	<ul style="list-style-type: none"> <li>• Checks for countries, follow link guidance <a href="https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants">https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants</a></li> </ul>
<ul style="list-style-type: none"> <li>• a check of professional quals</li> </ul>	
<ul style="list-style-type: none"> <li>• a check to establish the person’s right to work in the UK.</li> </ul>	