

# Safer Recruitment Checklist

**Organisation:** \_\_\_\_\_  
**Job Advertising Title:** \_\_\_\_\_  
**Person Completing Form and Title:** \_\_\_\_\_  
**Date Form Started:** \_\_\_\_\_  
**Date Form Completed:** \_\_\_\_\_  
**Person Reviewing Form:** \_\_\_\_\_  
**Date Form Reviewed:** \_\_\_\_\_

Job Application Pack	Complete	Comments
Job Description		
Person Specification		
Safeguarding Statement		
Self-Disclosure Form		
Outline of Selection Process		
Application Form (Personal Details, NI Number, Education, Employment History, Personal Statement, Referees, Signed Declaration)		
Application Pack Review (Spelling, Grammar, Punctuation and Relevance)		

Advertising	Complete	Comments
The Name of the Company/Organisation/School etc		
Title of Job Role		
Working Hours		
Main Duties		

The Extent to Which the Role will Involve Contact with Those in a Regulated Activity and any Specific Safeguarding Responsibility Attached to the Role		
Pay/Salary		
The Organisation's Location		
A Brief Description of the Organisation and its Commitment to Safeguarding. Whether any Training will be Supplied		
Which Checks will be Carried Out		
The Closing Date for Applications		
Advertising Location (e.g. LinkedIn, Indeed)		

Shortlisting	Complete	Comments
All Forms Signed and Filled		
At Least Two Referees		
Referees Contacted		
Self-Disclosure Form Completed and Returned		
Online and Social Media Searches?		
Candidate's Shortlisted? Advisable to have Five		

Interviewing	Complete	Comments
All Candidates Contacted		
All Candidate's Asked about Accessibility and/or Modifications		

Interview Panel (At Least Three People, One Manager and One Trained in Safer Recruitment)		
Panel Expectations from Candidates		
References Returned and Accepted (Any Issue with References can be Brought up in the Interview or by Contacting the Referee)		
Questions Written? (Check for Relevance and Check Safeguarding Knowledge)		
Any Issues from Forms Needing Addressing in the Interview? (Examples Could be Discussion around References, Self-Disclosure Forms or Inconsistencies in the Application Form)		
Panel Member Assigned for Record Candidate Responses?		
Any Causes for Concerns in Candidate Response?		
Paperwork taken and copies stored in line with GDPR?		

Deciding Who to Hire and Checks	Complete	Comments
Analysing Candidate Response		
Decided Who to Hire?		
Candidate Given Conditional Offer?		
Passport/Birth Certificate Seen and Copied		
Eligible to Work in UK?		
DBS Check		

Professional Status Check		
Verified Qualifications		
Overseas Check (If Applicable)		
Single Central Record Check		

<b>Appointment, Mentoring and Supervision</b>	<b>Complete</b>	<b>Comments</b>
Candidate Offered Job Role after Checks Come Back Clean		
Candidate Information Kept on File (Contact Details, Pay Roll, Emergency Contacts etc)		
The Following is to be Given to the Candidate after Employment: Company Policy and Procedures Code of Conduct Online Conduct Safeguarding Information Safeguarding Training		
Mentor/Supervisor Assigned		
Weekly/Bi-Weekly Meeting Scheduled		
Six Month Probation Information Given to Candidate		
Six Month Probation Meeting Scheduled		