



NEWMAN
CATHOLIC TRUST

HEART SPEAKS TO HEART

Safer Recruitment
Checklist

September 2023-24

Next review date: September 2024

| Pre-interview: | Initials | Date |
|--|-----------------|-------------|
| <p>Planning Timetable decided: job specification and description and other documents to be provided to applicants reviewed and updated. Application form seeks all relevant information and includes relevant statements about references etc.</p> | | |
| <p>Vacancy advertised (as appropriate) Advertisement includes reference to safeguarding policy, i.e., statement of commitment to safeguarding and promoting welfare of children and need for successful applicant to be DBS checked (enhanced)</p> | | |
| <p>Shortlisting All applications scrutinised. Any discrepancies/anomalies/gaps in employment noted to explore if candidate considered for shortlisting.</p> <p>Shortlisted candidates asked to complete self-declaration of criminal record/suitability to work with children. Consider online check as per KCSIE (apply caution and consistency)</p> | | |
| <p>References Sought directly from relevant referees for shortlisted candidates: ask recommended specific questions: include statement about liability for accuracy.</p> | | |
| <p>References – on receipt Checked against information on application form; 'scrutinised' any discrepancy/issue of concern noted to take up with applicant (at interview if possible); contact referee, if necessary</p> | | |
| <p>Invitation to interview Includes all relevant information and instructions. Request that appropriate documentary evidence is available.</p> | | |
| <p>Interview arrangements At least 2 interviewers: panel members have authority to appoint: have met and agreed issues and questions/assessment criteria/standards. At least one panel member has completed accredited safer recruitment training.</p> | | |
| Interview | Initials | Date |
| <p>Explores applicants' suitability for work with children as well as for the post. Identity and qualifications of interview candidates verified on day of interview by scrutiny of appropriate original documents: copies of relevant documents taken and placed on file; where appropriate, applicant completes application for DBS Disclosure. Clarification of starting salary.</p> | | |

| Conditional offer of appointment: pre-appointment checks | Initials | Date |
|--|-----------------|-------------|
| Offer of appointment made subject to satisfactory completion of the following pre-appointment checks and for support staff posts a probationary period | | |
| References (If not obtained and scrutinised previously) | | |
| Identity (if that could not be verified straight after the interview) | | |
| Qualifications (if not verified on the day of interview) | | |
| Right to work in UK | | |
| Evidence of additional overseas checks if required | | |
| DBS – Satisfactory DBS disclosure received including barring checks | | |
| Teachers’ Prohibition check | | |
| Disqualification under Childcare Act (When required) | | |
| Health – the candidate is medically fit | | |
| QTS – the teacher has obtained QTS and is not subject to any prohibition orders | | |
| Statutory induction Completion confirmed for serving teachers or arrangements put in place for an early careers’ teacher | | |
| Starting Work | | |
| Barred List Check/ Risk assessment (if starting work before DBS certificate received and verified) | | |
| School Induction Provide clarification of child protection and safeguarding responsibilities, including relevant school policies and practice e.g., child protections, social media policy, whistle blowing. Provide confirmation of role and expectations/confidentiality. | | |