

Safe Recruitment Checklist

1. Pre-Interview Stage: Planning & Advertising

- **Safeguarding Statement:** Ensure the job advertisement includes a formal commitment to safeguarding and mentions the requirement for an enhanced DBS check.
- **Job Description Review:** Confirm the JD explicitly states the post holder's responsibility for promoting and safeguarding the welfare of children and adults at risk.
- **Information Pack:** Ensure candidates receive the organisation's Safeguarding and Child Protection Policy Statement.
- **Application Scrutiny:** Review all forms for chronological consistency, identifying and noting any gaps in employment or frequent career changes to explore later.
- **Online Due Diligence:** For school or college settings, conduct online searches on shortlisted candidates to identify any public-facing concerns.

2. The Interview Process

- **Panel Composition:** Confirm at least one panel member has completed formal safer recruitment and selection training.
- **Identity Verification:** Require all candidates to bring photographic ID (e.g., passport/driving license) and proof of their right to work in the UK.
- **Standard Questions:** Prepare a list of questions for all candidates that specifically explore their motivation to work with children and their ability to maintain professional boundaries.
- **Specialised Roles:** For staff working with highly vulnerable children, consider an additional "Warner" interview to assess emotional resilience and values.

3. Pre-Appointment Vetting (The "Conditional Offer")

- **References:** Obtain at least two written references directly from the referees, including one from the current or most recent employer.
- **Reference Scrutiny:** Ensure references specifically address whether there have been any allegations or disciplinary sanctions relating to child safety.
- **DBS Checks:** Verify the appropriate level of DBS check (Standard or Enhanced) based on the role's eligibility.
- **Overseas Checks:** If the candidate lived or worked abroad for 12 months+ in the last 10 years, obtain a criminal record check from the relevant country.
- **Professional Status:** Verify qualifications and registration with professional bodies (e.g., Social Work England or Teaching Regulation Agency).

4. Post-Appointment & Retention

- **Induction:** Provide a formal induction covering the organisation's whistleblowing procedures and the identity of designated safeguarding leads.
- **Staff Records:** Maintain a personnel file containing the unique DBS reference number, proof of identity, and a record of the interview Q&A.
- **Ongoing Supervision:** Schedule annual reviews to address behavior, attitudes, and safe practice updates.