

Safer Employment Checklist

Pre Interview	Initials	Date
Planning - Timetable decided: 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		
Vacancy advertised (where appropriate) Advertisement includes reference to safeguarding policy, that is, statement of commitment to safeguarding and adult protection and need for successful applicant to be DBS checked		
Applications on receipt - Scrutinised – any discrepancies/anomalies/gaps in employment noted to explore if candidate considered for short-listing		
Short-list prepared		
References – seeking Sought directly from referee on short-listed candidates; ask recommended specific questions; including any previous safeguarding allegations		
References – on receipt Checked against information on application; scrutinised; any discrepancy/issue of concern noted to take up with referee and/or applicant (at interview if possible)		
Criminal record self disclosure – with explanation or links to filtering rules and spent / unspent and signposts to impartial advice - sent to shortlisted candidates and to be returned prior to interview date		
Invitation to interview - Includes all relevant information and instructions		
Interview arrangements - At least two interviewers; panel members have authority to appoint; have met and agreed issues and questions/assessment criteria/standards		

Interview - Explores applicants' suitability for work with vulnerable people as well as for the post		
Any self-disclosed criminal history or issues of suitability – check information would not be filtered / protected, discuss context with candidate at interview, record what was discussed, seek additional advice if necessary.		
Note: identity and qualifications of successful applicant verified on day of interview by scrutiny of appropriate original documents; copies of documents taken and placed on file		
Conditional offer of appointment: Offer of appointment is made conditional on satisfactory completion of the following pre- appointment checks and, for non-teaching posts, a probationary period		
References received and checked: (if not obtained and scrutinised previously) any issues are clarified with referee and/or candidate		
Identity (if that could not be verified at interview) OR (for remote recruitment) scanned originals seen by employer & date scan was received should be recorded here		
Qualifications (if not verified on the day of interview)		
Evidence of right to work in UK seen and copies retained OR (for remote recruitment) scanned originals seen by employer & date scan was received should be recorded here		
DBS certificate - where appropriate satisfactory DBS certificate received		
DBS Adult barred list – person is not prohibited from taking up the post (only applies to those in regulated activity with adults)		
Health – the candidate is medically fit		
Status / registration – for posts that have a registration requirement such as HCPC, BACP, etc		

Safeguarding training and other induction such as H&S, Safe Working Practice / code of staff behaviour, whistleblowing, etc		
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