

Appendix 1: Recruitment and Selection Checklist

Pre-interview:	Initials	Date
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.		
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.		
Shortlisting All applications scrutinised. Any discrepancies/anomalies/gaps in employment noted to explore if candidate considered for shortlisting.		
References Sought directly from relevant referees on short-listed candidates: ask recommended specific questions: include statement about liability for accuracy.		
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		
Invitation to interview Includes all relevant information and instructions. Request that appropriate documentary evidence is available.		
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 safer recruitment training.		
Interview	Initials	Date
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 documents taken and placed on file; where appropriate applicant completes application for DBS Disclosure. Clarification starting salary.		
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 by Association (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 a newly qualified 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. Social Media Policy, Whistle Blowing. Provide confirmation of role and expectations/confidentiality.		