



# **The Crossley Heath School**

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## **Staff Safer Recruitment and Selection Policy**

## Version Control

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1	New policy	D Gallimore	Jan 2015
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**Responsibility:** Chief Operating Officer  
**Date for Review:** March 2026  
**Status:** Statutory

**1. Purpose**

- 1.1 The purpose of this policy is to define the school's strategic approach to recruitment and selection activity and to establish a consistent framework for the application of these activities.
- 1.2 The Board of Trustees recognises that safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection and is an essential part of creating safe environments for children and young people. The school is committed to ensuring that recruitment and selection activities are undertaken in a fair and transparent way and that appointments are based on the candidate judged to be most suitable. The aims, therefore, of this policy are to:
- attract and appoint the highest calibre of applicants;
  - ensure safe and equitable recruitment and selection is conducted at all times;
  - deter, identify and reject prospective applicants who are unsuitable for work with children or young people.
- 1.3 This document is available to all members of school staff and to any prospective applicant. The Board of Trustees welcomes any comments or contributions to this policy.

**2. Legal context**

- 2.1 The Board of Trustees recognises that recruitment and selection is governed by many statutory provisions, too numerous to list separately, and is committed to ensuring that all legislative requirements are met in the application of this policy.
- 2.2 This policy does not form part of any employee's contractual terms and conditions and any links within this document to other documents are for ease of use and do not form part of this policy.

**3. Delegation of authority**

- 3.1 In respect of the position of the Head teacher, the responsibility and authority to appoint lies with the Board of Trustees. Where such recruitment activity is required the Board of Trustees will convene a recruitment and selection panel in accordance with the School Staffing (England) Regulations 2009. Where a panel of trustees is convened, the Board of Trustees will ensure members of the panel have knowledge and understanding of the school's needs, the appropriate experience and training in recruitment and selection,

including safer recruitment training, as well as the confidence in carrying out the process effectively. Unless statutory legislation has been contravened, the Board of Trustees will normally endorse the recommendation for appointment made by the selection panel.

- 3.2 In respect of all other posts the Board of Trustees has delegated to the Head teacher the responsibility and authority to appoint. In respect of the position of Deputy Head teacher, a trustee **must** be part of the recruitment panel.

#### **4. Equal opportunities**

- 4.1 The Board of Trustees is committed to providing equality of opportunity at all stages of the recruitment and selection process and ensuring that candidates are treated fairly and lawfully throughout the process. Shortlisting, interviewing and selection will always be carried out without regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, political affiliation or trade union membership.
- 4.2 The school encourages applications from individuals with a disability who are able to carry out the duties of the post. If an applicant has special needs in relation to their application, they should contact the Chief Operating Officer to discuss these in the first instance. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of their disability.
- #### **5. Vacancy determination and initiating recruitment activity**
- 5.1 The Board of Trustees will review a leadership vacancy in accordance with the current needs of the school, including the Head teacher's pay range, job description/person specification and the key tasks the new Head teacher/Deputy Head teacher will need to address, having regard to school improvement.
- 5.2 Subject to the delegation of authority detailed in section 3.2 (where authority to appoint has been delegated to the Head teacher), where a vacancy relates to any other position within the school's existing staffing structure, it is the Head teacher's responsibility to determine that a vacancy exists and to review whether any such vacancy is to be filled or reviewed before initiating any recruitment activity.
- 5.3 Where the Head teacher wishes to create a new position which is in addition to the agreed staffing structure of the school, he or she will present a case for such a position to the Board of Trustees for approval. Once approved, the Head teacher can initiate recruitment activity.
- 5.4 Where it is decided that the school requires the engagement of a casual worker, the Casual Worker Policy will be followed.

- 5.5 On identifying a vacancy, the Head teacher, in consultation with relevant staff, should consider the following:
- Whether the vacant post is necessary
  - How the post will be funded
  - Whether the post is established or outside of the agreed budget or structure
  - Whether the Job Description for the post needs updating; if so, the post may need to be re-evaluated, or whether a new Job Description is required for a new post.
  - Whether the post is appropriate for job share.
  - Whether the post could provide an opportunity for secondment.
  - Whether the post needs to be filled on a temporary basis due to the needs of the school.

## 6. **Planning for recruitment**

- 6.1 Prior to undertaking recruitment activity for vacancies other than the Head teacher, the Head teacher will, working with the Chief Operating Officer as appropriate, ensure that there is a review of the job description and person specification and ensure that this document is an accurate reflection of the role to be filled.

- 6.2 Job descriptions must include a statement about child protection and safeguarding and set out the extent of the relationship between the post holder and children they will have contact with and what level of responsibility the post holds for children.

## 7. **Advertising vacancies**

- 7.1 It will be normal practice for all vacancies to be advertised unless there is a good reason not to do so. Advertisement may be either internally or externally depending on the type of vacancy, the nature of the contract which exists and the current nature of the recruitment market. When advertising internally, the advert will be posted on the staffroom noticeboard giving at least 5 working days' notice of the closing date. Details will also be provided in the weekly staff bulletin. When advertising externally, the school will ensure that school staff are aware, to allow current members of staff to apply, should they wish to do so.
- 7.2 Adverts will be placed with the intention of maximising the relevant audience for the advertisement in the most cost effective medium. Online advertising will be used in preference to print advertising where it is deemed not to impact adversely on the likely audience for the advertisement. For certain specialist or hard to fill vacancies a recruitment agency or executive search agency may be used once, subject to approval of the Head teacher.
- 7.3 Head teacher and Deputy Head teacher vacancies will be advertised unless the Board of Trustees has good reason not to do so. Where the Board of Trustees makes a determination not to advertise, it will minute the reason for this decision. The vacancy will be advertised in such a manner as the Board of Trustees considers appropriate taking into consideration the

best way of reaching the target audience and the level of exposure the advertisement will receive.

7.4 Advertisements will include a safeguarding statement, highlighting the school's commitment to child safeguarding in an effort to deter any unsuitable candidates, i.e. state that the appointment is subject to pre-employment checks including enhanced DBS and an equal opportunities statement along with the necessary information needed to attract suitable candidates to the post and to the school.

7.5 The candidate application pack will be revised for the specific post. This will include:

- An application form.
- Job description and person specification. The Chief Operating Officer will draft the job description and person specification in consultation with the Head teacher. The requirements listed in the job description and person specification must be clear, fully justifiable and associated to the role. These measures will help to increase the pool of potential applicants and reduce the risk of discrimination occurring.
- Supporting information about the school, the department and the role.
- Copy of the school's Child Protection and Safeguarding Policy.
- Copy of the school's Data protection notice.
- The application pack will include the following statement: Applications must be made using the school's application form. CV's and incomplete application forms will not be considered.
- The advertisement will clearly define the name of the school, job title, nature of the contract (permanent, fixed term etc.), salary or salary scale, working hours and closing date, and will include key job information including how and to whom to apply. All adverts will include a statement on the school's commitment to safeguarding and protecting children.

7.6 The advertisement and supporting documents will be posted on the school's website.

## 8. **The Application Form**

8.1 The standard application form must be used for all vacancies. The application form includes:

- The vacancy job title.
- Employment history – including a section for applications to explain any gaps in employment.
- Education and qualifications section – including a section for applicants to explain any gaps in education.
- Details of any training courses.
- Personal statement section.

- Reference information, which also notifies candidate that we reserve the right to seek any additional references we deem appropriate and that we conduct spot checks on references.
- Data Protection notice.
- Confirmation of the school's procedures for complying with the Disclosure and Barring service (DBS) code of practice.
- Explanation of how shortlisted candidates are asked about criminal records. Any convictions or cautions will be considered on an individual basis.
- A requirement for the candidate to confirm that they have the right to work in the UK
- Personal data collection sheet.
- Confirmation that the application must be completed in full and that that CV's or incomplete applications will be considered.

8.2 The application forms will be checked upon receipt by the HR Co-ordinator. The following will be checked as a minimum and queried with the applicant as necessary:

- Has the form been fully completed and signed by the applicant?
- Are there any gaps in the employment history and are these explained?
- Has the applicant lived or worked abroad and have they provided details?
- Are the referees suitable?
- Are there any other discrepancies, inconsistencies or causes for concern?

## 9. **References**

9.1 The application form requires the candidate to submit two references. For all staff, at least one reference must be from the current or most recent employer. For teaching posts, other than NQTs, the references must include the applicant's current head teacher.

9.2 References will be obtained after shortlisting but before the selection process. Where possible, they should be thoroughly checked before interviews take place but in all circumstances, they must be thoroughly checked before an appointment is confirmed.

9.3 References must exclude health information.

9.4 Referees should be asked to provide any other names by which the applicant is known to them.

9.5 References should be provided on the school's reference request form. Contact emails should be on a bone-fide email address which identifies the organisation. Additional information provided by a referee which is not provided on the school's form must either be on the organisation's headed notepaper and signed, or by email from a bone-fide email address which identifies the organisation.

- 9.6 Private references are discouraged, however, may be accepted in the absence of any other available reference. In such situations more than one reference may be sought in addition to the clarity/evidence of the relationship between the applicant and proposed referee.
- 9.7 References will be 'spot checked' as part of our safeguarding measures. At least one shortlisted candidate for each vacancy will have their written references checked by telephone. In addition, the following information will be checked:
- Are their two references for the applicant?
  - Is one reference from the current (or most recent) employer?
  - If not currently employed, does the most recent employer give the reason for leaving?
  - For teaching posts -is at least one of the references from the current Head teacher?
  - Is the reference request form fully completed and signed?
  - Are the email addresses bone-fide?
  - If the reference is from an internal candidate, have references been obtained where there is a higher level of contact with children.
  - Is the suitability to work with children question answered by the referee?
  - Are there any disciplinary or capability procedures? Is the outcome stated?
  - Has the referee mentioned any current allegations upon which we would require updating about the outcome?
  - Does the referee recommend the applicant for the post?
  - Are there any gaps, contradictions, inconsistencies or concerns to discuss further with the referee?
- 9.7.1 In line with KCSIE statutory guidance, the school may carry out an online search of candidates as part of its due diligence checks to identify candidates who may not be suitable to work with children and/or bring the school into disrepute. The searches only include what is publicly available online. Some of the information that the school looks for includes evidence of offensive or inappropriate behaviour, discriminatory comments, inappropriate photos and anything that suggests unsuitability to work with children. The review is carried out by a member of staff who does not sit on the selection panel for recruitment and who only provides information found in the online review which impacts safeguarding or reputation. Any concerns that are found from the online search are reviewed and, if appropriate, discussed with the candidate at interview.



## **10. Shortlisting and selection processes**

- 10.1 The Board of Trustees requires that at least one member of a selection panel must have completed safer recruitment training. A selection panel will not be convened without at least one panel member having been appropriately trained in safer recruitment.
- 10.2 For the position of Head teacher, Associate Head teacher or Deputy Head teacher, the selection panel will consist of a minimum of three governors (excluding the Head teacher or, as the case may be, the Deputy head teacher). For any other position on the Core Senior Leadership Team, the selection panel will consist of a minimum of one governor (excluding the Head teacher or, as the case may be, the Deputy head teacher). Governors will also be invited to participate in the interview process for other Senior Leadership staff and Department Heads. For all other teaching posts, the panel will consist of three members of staff, at least two of which will be senior leaders. For support staff roles the panel will consist of at least one senior leader of the panel of three, depending on the nature of the vacancy.
- 10.3 Depending on the nature of the vacancy or number of vacancies being advertised at the same time, the Head teacher may delegate the shortlisting and interview process to a member of the Senior Leadership Team. The Head teacher, acting on behalf of the Board of Trustees, will make the final decision of appointment on all teaching roles and senior support staff roles and this will not be delegated to any other senior leader unless there are exceptional circumstances.
- 10.4 The shortlisting and interview panels will normally be made up of the same members of staff to ensure consistency and fairness.
- 10.5 During the shortlisting process all applications will be assessed equally against the same criteria, without exception or variation. All applications will be carefully scrutinised, with particular care paid to any gaps in employment; repeated and/or regular/frequent changes in employment; and anomalies or discrepancies in information contained within the form. Any such concerns will be taken up with the candidate at interview and will be satisfactorily resolved before any firm offer of employment is made.
- 10.6 If the field of applicants is too weak to proceed with a selection process, the vacancy and the likelihood of a successful appointment will be reconsidered and may be re-advertised immediately or at a later date.
- 10.7 The letter of invitation for interview will make clear:
- that candidates will be questioned about safeguarding children and child protection
  - current/previous employers will be contacted as part of the verification process.
  - Original documentation will be required as proof of identity address and qualifications. Copies of documents are not accepted.

10.8 The selection process for shortlisted candidates will normally, as a minimum, consist of a face to face selection interview with an interview panel, with other selection activities (such as classroom observation; group activities; written work) determined by the nature and duties of the vacant post. In exceptional circumstances (Covid-19 related or similar emergency situation) a remote selection process may be undertaken with the approval of the Head teacher.

10.9 The style, duration and format of the interviews/selection process are for the selection panel to decide but the following will always form part of the process:

#### 10.9.1 Initial briefing

All candidates will be given relevant information about the school to enable them to make further enquiries about the advertised job. Candidates will be asked to bring documentary evidence of identity, (passport/driving licence and current financial statement or utilities bill confirming current address) and qualifications. Copies of documentation will not be accepted. These documents will be scrutinised for accuracy/authenticity by the HR Co-ordinator/Chief Operating Officer.

#### 10.9.2 A formal interview

- The selection panel will agree the structure of the formal interview, including questions, which questions will be asked by whom and in what order, and time allocations.
- Formal interview questions will be used which have been pre-determined by the panel (except probing of answers where necessary) which are consistently asked of all candidates.
- Pre-determined questions will be used as appropriate for individual candidates which probe specific information/gaps/inconsistencies on their application form (with attendant probing of answers where necessary).
- Each candidate will be assessed against the criteria for the post and the quality of their answers to the questions.
- Questions which would discriminate directly or indirectly on grounds of sex, marital status, sexual orientation, race, religious belief, disability or age will not be asked.
- The formal interview will include questions about safeguarding and child protection. These will be agreed by the panel in advance of the interview and taken from the sample safeguarding questions provided. The panel should agree what to look for in answers to safeguarding questions. The school's template of sample safeguarding questions should be referred to.
- Once the decision to appoint has been made, the panel will sign and date the decision grid supplied. Notes and documentation used for evaluating candidates

will be kept as part of the formal record. These will be destroyed after 6 months.

**11. Outcome of selection processes**

- 11.1 A selection decision will be made based on a fair and thorough assessment of the skills and abilities demonstrated by all the candidates against the requirements of the person specification/job description during the selection process.
- 11.2 Any offer of employment made to the preferred candidate will be made conditionally, in writing, subject to satisfactory completion of pre-employment checks (in line with point 12.0).
- 11.3 In Head teacher and Deputy Head teacher recruitment, the Board of Trustees will accept the recommendation of the selection panel, except in exceptional circumstances.
- 11.4 For all other appointments, the power to appoint is in accordance with the delegation of authority detailed in section 3.1 and 3.2. The chair of the selection panel will report any appointments made under such delegation to the Board of Trustees.

**12. Pre-employment checks**

- 12.1 The Board of Trustees recognises its statutory responsibility to carry out pre-employment checks for all new staff as well as to update the Single Central Record prior to new staff commencing employment.
- 12.2 These processes will be undertaken in accordance with the Disclosure and Barring Service (DBS) code of practice.
- 12.3 The school will act reasonably in making decisions about the suitability of prospective employees based on checks and evidence, which may include the following where appropriate: DBS checks, barred list checks, prohibition checks, right to work, disclosure form and identity checks, together with health declaration, references, application forms, interview information and checks of relevant academic and professional qualifications.
- 12.4 Any queries or concerns arising from the pre-employment checks will be raised with the candidate. If the responses are unsatisfactory or do not meet the necessary standards, this may lead to the withdrawal of a conditional offer of employment. The school's HR advisors will be contacted in such circumstances for advice.
- 12.5 The candidate will not normally commence employment until all relevant pre-employment checks have been completed and must not start until at least the candidate's identity and

right to work in the UK have been established. In exceptional circumstances, the Head teacher may determine to allow an individual to commence employment in regulated activity prior to the receipt of a DBS check. In these circumstances, all other checks, including a separate barred list check where appropriate, must have been completed and he or she will not be left to work unsupervised. A risk assessment will also be carried out to determine whether other safeguarding measures may need to be put in place.

- 12.6 For volunteers the school will undertake the appropriate checks in line with the guidance provided.
- 12.7 Individuals who have lived or worked outside of the UK will be subject to the same pre-employment checks as all other staff. In addition, further appropriate checks, such as an overseas police check, will be made as necessary in accordance with the Disclosure and Barring Service (DBS) code of practice, in order to sufficiently establish the individual's suitability to be appointed.
- 12.8 For individuals who work at the school via an employment agency, the school will obtain written notification from the agency that the necessary checks that the school would normally otherwise perform have been carried out, prior to engaging the individual. The school will also check that the individual arriving at the school for work is the same person on whom the checks have been made.
- 12.9 For trainee/student teachers who are salaried by the school, the school will ensure that all necessary checks are carried out. For other trainee/student teachers, it is the responsibility of the initial teacher training provider to carry out the necessary checks and for the school to ensure that such checks have been undertaken prior to deployment within the school.
- 12.10 Candidates for interview should be asked to bring the following key documents:
- Passport, full birth certificate or photocard driving licence to verify identity
  - Utility bill or other document to verify name and address
  - Change of name documentation, where appropriate
  - Original or certified copies of documents that confirm education and professional qualifications (if the candidate cannot supply these, the school must seek these from the relevant awarding body)
- 12.11 The HR Co-ordinator will check documentation carefully using the safer recruitment and new employee checklists.
- Is the photo ID a true likeness? Retain a copy.
  - Cross-reference and photocopy proof of name and address.
  - Check that documents certifying or confirming educational/professional qualifications are genuine and that they match the requirements of the post. Photocopy.

The HR Co-ordinator will then:

- sign and date all documents when verified.
- store all documents securely until an appointment is confirmed, then move the successful candidate's documents to their personnel file.
- Shred any documents relating to unsuccessful candidates, subject to the school's retention schedule.
- Complete and sign the safer recruitment and new employee checklist. This should be retained with the successful candidate's documents at the front of their file.

### **13. Offers of employment**

13.1 Offers made prior to satisfactory completion of pre-employment checks must be made on a conditional basis. Conditional offers of employment must only be confirmed once all pre-employment checks have been satisfactorily completed.

13.2 Contracts of employment will be received by the individual no later than their first day of employment and therefore pre-employment checks are required to be satisfactorily completed by then.

### **14. Relocation Policy for Senior Leadership Appointments**

#### **14.1 Eligibility Criteria**

- To qualify for relocation assistance, the newly appointed employee, whose home to office mileage would exceed 10 miles. The Board of Trustees will use its' discretion to offer a relocation package to other staff, but only in very exceptional circumstances where there is a recruitment shortage.
- The employee must be moving to a permanent residence that will be their main residence and this can be either purchased or rented. However, rent payments will not be paid, only removal and legal fees for the sale of their previous property.
- The employee must move home within 12 months of taking up their appointment to be eligible for relocation assistance.
- Before any payment of any relocation expenses the employee is required to sign a declaration confirming they have read this policy and understand the provisions of the scheme and agree to the repayment of relocation assistance provided, on the basis stated in paragraph 14.3, should they leave their employment with the school within three years.

#### **14.2 Payments**

- The employee is required to mitigate all expenses involved in their relocation and expenses will be reimbursed only if they are deemed to be reasonable.

- This policy provides for a contribution to the cost of relocation only and is not intended to meet fully all costs associated with relocation, although it may do so in some cases.
- The maximum level of relocation assistance provided by the school will not exceed £5000 inclusive of VAT. This amount is not a lump sum but can be reimbursed for eligible expenditure as set out below against valid receipts and invoices for:
  - Estate agent's fees
  - Removal expenses
  - Legal and other associated house move fees

Claims for any other expenses are not permitted in this process.

- The employee must obtain three quotes from removal contractors for the removal, showing a quoted price and a receipt showing how much was actually paid and when the removal took place. The employee is not compelled to accept the lowest quote for removal however the amount reimbursed will be no more than the lowest price quoted in the three quotes.
- Payments are not available to an employee whose spouse or partner had previously obtained employment within the eligible area and who would be moving anyway.

#### 14.3 Repayment of Relocation Assistance

- In the event the employees' employment terminates for whatever reason (except redundancy, ill health or disability) within three years from the date of payment of the relocation expenses the employee will be required to repay some or all of the amount reimbursed to them. The amount payable is reduced proportionally and is as follows:
  - Leaving 0-12 months from date commenced at school – 100% repayable
  - Leaving 12-24 months from date commenced at school – 75% repayable
  - Leaving 24-36 months from date commenced at school – 50% repayable

The timescale starts from the employment start date with the school.

#### 15. **Retention of recruitment records**

- 15.1 For unsuccessful applicants, all paperwork gathered as part of a recruitment exercise will be kept confidentially and securely in accordance with the Data Protection Act 1998, for a period of 6 months after the interview date to ensure that if there are any claims raised, the school is able to rely on its records to justify its judgment and decision. After this period these records will be confidentially disposed of.

- 15.2 For staff appointed to work at the school, information gathered during the recruitment process will be used to form part of the employee's personnel file and, where applicable, will be mandatorily recorded on the school's Single Central Record.
16. **Feedback for candidates**
- 16.1 Unsuccessful external candidates should be contacted by phone by a member of the selection panel as soon as possible. The candidates should be invited to contact the Chief Operating Officer for feedback if they wish.
17. **Induction**
- 17.1 All staff and volunteers must go through the school's full induction process. The induction process is agreed by the Head teacher and will be overseen by the Chief Operating Officer.
- 17.2 Safeguarding training is included for all staff and volunteers. The DSL will deliver safeguarding training on the first day of work/volunteering except in exceptional circumstances, but always as soon as possible.
- 17.3 The HR Co-ordinator will check that new starters have read, and signed in confirmation, Part 1, Annexe A 'Keeping Children Safe in Education' and our Safeguarding/Child protection Policies.

## **Appendices**

- Appendix 1 Safer recruitment Checklist
- Appendix 2 Safer Recruitment: New employee checklist

## Appendix 1

Safer Recruitment Checklist	Completed
<p>Establish a timeline, with deadlines, for:</p> <ul style="list-style-type: none"> <li>• Posting an advert</li> <li>• The closing date</li> <li>• Shortlisting applicants</li> <li>• Appointment of the interview panel</li> <li>• Interviewing candidates</li> </ul>	
Check that the job description and person specification are up to date and in correct format	
Check the salary to be offered	
Compare prices for advertising and get authorisation. Regular review of advertising as per responses in applications.	
Prepare and update application pack	
Post the advert	
Receipt of Application Forms	
Has the form been fully completed and signed by the applicant?	
Are there any gaps in the employment history and are these explained?	
Has the applicant lived or worked abroad and have they provided details?	
Are the referees suitable? Is a referee a Headteacher if a teaching post?	
Are there any other discrepancies, inconsistencies or causes for concern?	



<b>Safer Recruitment Checklist</b>	<b>Completed</b>
Prepare shortlisting packs for the panel	
Prepare a shortlisting grid based on the person specification	
Agree shortlisting arrangements, plans for activities, tasks and lessons	
Confirm availability of the interview panel ensuring they have arranged cover	
Prepare and send letters to applicants selected for interview/include disclosure form.	
Check disclosure form on receipt for any disclosures that need to be followed up.	
Check permission on application that references can be sought prior to interview	
Prepare and send letters or emails to request references	
Prepare and send rejection letters	
Prepare interview tasks and questions and ensure enough copies are prepared	
Log receipt of the return of references, spot check validity of references	
At the interview, check photo identification against evidence and qualifications	
Prepare and send a letter to the successful interviewee once post has been verbally offered and accepted	
Prepare and send a letter to unsuccessful interviewees	
Ensure all paperwork connected to the process is securely stored for an appropriate period after the interviews	
Log equal opportunities data	

<b>Safer Recruitment Checklist</b>	<b>Completed</b>
Collect evidence of new starters' right to work	
Complete Disclosure and Barring Service (DBS) checks	
Pre-employment medical check form and occupational health professional referral if needed	
Collect any personal details not included in applications, such as emergency contact details	
Set up a personal file or folder for each new starter. This should include a copy of: <ul style="list-style-type: none"> <li>• Application form submitted by the new starter</li> <li>• All letters regarding the new starter</li> <li>• Application for checks</li> <li>• Evidence of completed checks</li> <li>• The new starter's DBS number</li> </ul>	
Send a letter to each new starter: <ul style="list-style-type: none"> <li>• Confirming that all checks are complete</li> <li>• Confirming the date of his/her induction</li> </ul>	
Issue contract of employment before or on their first day at work	
Ensure a clear induction policy and process is in place	
Prepare a staff handbook, which could include: <ul style="list-style-type: none"> <li>• Curriculum information</li> <li>• Key dates</li> <li>• Health and safety guidance</li> <li>• Safeguarding information</li> <li>• Staff lists</li> </ul>	
Assign a buddy to each new starter from outside their immediate work team	
Schedule new starters' meetings as part of the meetings cycle	

**Safer Recruitment: New employee checklist**

Name of employee:

Start date:

Post Title:

Type of post: FT/PT Perm/Temp      If temporary what is the term?

Line manager:

Buddy:

Employee information verification complete  
(see separate checklist)☐

Application form

☐**Gaps in employment history/period abroad**

Gap/period abroad	Purpose/explanation	Verification

**References****Verification**


**Qualifications****Verification**


**Appointment documentation**

Bank/NOA/HMRC starter checklist	
Contract signed	
Emergency Contact details	
JD	
Health declaration	

## Compliance documents

Guidance for safer working practices ...		
KCSIE Part 1		
ICT Code of Conduct		
GDPR		
Consent to images		
Safeguarding training		
Prevent training		
Performance management targets (support staff)		
Lesson observation (teachers)		
Induction – mandatory safeguarding training		

	Date	Checker's initials
Application form		
Offer letter		
Acceptance letter		
Proof of address		
ID Check		
Right to work in the UK		
Overseas check (if relevant)		
Prohibition order check (teaching staff only)		
Barred List		
DBS Check		