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| **Recruitment & Selection Process** | **Safer Recruitment Step** | **Completed?** | **Date** | **Notes** |
| Refer to your Recruitment Policies and Procedures | Check your own Recruitment Policies and Procedures to ensure that you are following a consistent and safe process, relating to roles working with children, young people and families |  |  |  |
| Define your requirements | Define your requirement – what is the post?Agree on the Selection Panel Members |  |  |  |
| Preparing the Job Description | Safeguarding Responsibilities clearly identified on:* Job Description
* Person Specification (Essential and Desirable Skills, experience, knowledge and qualifications)
 |  |  |  |
| Advertising the Vacancy | Insert Safeguarding message to deter unsuitable applicants:* “Our (Organisation) is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment”

Include:* applications forms will be used (do not accept CV’s)
* DBS is required
* Information packs will be sent to all applicants
 |  |  |  |
| Preparing the Applicant pack | Insert Safeguarding message to deter unsuitable applicants:* “Our (Organisation) is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment”
* Enclose full job description and person specification
 |  |  |  |
| Short-Listing Applications | Devise short-listing criteria based on Essential criteriaReject all applications which do not meet your essential criteria eg: qualifications, experience, skillsInvite successful short-listed applicants to attend an interview |  |  |  |
| References | Take up **all available references** on short-listed applicants – ideally covering a 5 year period to dateCheck for gaps and any inconsistencies between information given on the application form and that provided by the referencesTelephone to confirm reference receipt, follow up any queries and verify reference completed by referee |  |  |  |
| Interviews and Assessments | Plan range of assessment methods including:* Interview questions which probe attitude towards safeguarding and motivation to work with children, young people and/or families
* Request applicants to complete a relevant task eg with the children if possible, or planning and delivering a presentation relating to the role
* Involving children and young people in the interview process – if applicable

Probe and confirm any gaps exposed on application form |  |  |  |
| Recruitment Decision made | Issue verbal offer of employment to the candidate who best demonstrated their suitability for the role.Inform candidate that the offer is subject to thorough checks and further references (where applicable) |  |  |  |
| Pre-Employment Checks | Confirm* Identity using photo ID – where applicable
* Name, address, date of birth
* Validity of qualification certificates
* Right to work in UK
* All references including current employer received and followed up (where needed)
* Health Declaration Form

SubmitCompeted DBS form to chosen umbrella body or Ofsted (as applicable) |  |  |  |
| Plan Induction Period | Highlight safeguarding responsibilities and process for reporting concerns about colleagues within the setting Emphasise a culture of vigilance where staff are encouraged to report concerns about colleagues’ behaviour or conduct around children and young people |  |  |  |

**CENTRAL RECORD FOR PRE-EMPLOYMENT CHECKS**

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| --- | --- | --- | --- | --- |
| **Identity** | **Qualifications** | **DBS** | **Right to work in UK** | **Overseas Checks** |
| Name/Address Date of birth | Required/evidenced | Evidenced/Date | Evidenced/Date | Check required/ Completed? |
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