Safer Recruitment Checklist

Rawdah Montessori Primary School
Safer Recruitment Checklist

Version: 1.0
Reviewed: October 2025
Next Review Due: October 2026

Instructions for Use:

- This checklist should be completed for every recruitment campaign (staff, volunteer, governor).
- Tick each box as the action is completed and initial where indicated.
- All completed checklists and associated documents must be retained securely in the recruitment file for the successful candidate and, for unsuccessful candidates, for **6 months** after the appointment decision.

Role Recruited For:	
Campaign Start Date:	
Appointment Date:	
Start Date:	
Recruitment Lead:	
Interview Panel Members:	1. 2. 3.

Section 1: Pre-Advertising and Planning

No.	Action	Completed (✓)	Initials	Notes / Date
1.1	**Role Profile and Person Specification** reviewed/updated to include safeguarding responsibilities and the requirement for an enhanced DBS check.	☐		
1.2	**Job Advert** drafted to include: • A statement of the school's commitment to safeguarding. • A clear declaration that all applicants will be subject to an enhanced DBS check and barred list check. • That the post is exempt from the Rehabilitation of Offenders Act 1974.	☐		
1.3	**Interview Panel** confirmed. At least one panel member holds current accredited **Safer Recruitment training**.	☐		
1.4	**Application Form** (school's standard form) is ready for distribution. CVs will not be accepted in place of a completed form.	☐		
1.5	**Self-Disclosure Form** prepared for shortlisted candidates (to be completed before interview).	☐		

Section 2: Shortlisting

No.	Action	Completed (✓)	Initials	Notes / Date
2.1	Shortlisting carried out by **at least two people**.	☐		
2.2	Application forms checked for: • Gaps in employment history. • Frequent changes of employment. • Inconsistencies. Any concerns noted for exploration at interview.	☐		
2.3	**Online search** conducted for all shortlisted candidates. Any information found noted for exploration at interview.	☐		
2.4	Shortlisted candidates informed that the post requires an enhanced DBS check.	☐		
2.5	**Self-Disclosure Form** sent to shortlisted candidates to be completed and returned before interview.	☐		

Section 3: References

No.	Action	Completed (✓)	Initials	Notes / Date
3.1	**At least two professional references** requested for all shortlisted candidates **prior to interview** (where possible).	☐		
3.2	References requested **directly from the referee** (not via the candidate).	☐		
3.3	Referees asked specific questions about: • The candidate's suitability to work with children. • Any safeguarding concerns. • Any disciplinary issues.	☐		
3.4	Any vague, insufficient, or electronic references **verified** by phone call/email to the referee.	☐		
3.5	Discrepancies between the application and references noted and explored.	☐		

Section 4: Interview and Selection

No.	Action	Completed (✓)	Initials	Notes / Date
4.1	Candidates asked to bring **original documents** to interview (see Section 5).	☐		
4.2	At interview, the panel explores: • Motivation for working with children. • Understanding of safeguarding. • Attitudes towards children and behaviour management. • Any gaps or concerns from the application, self-disclosure, or online search.	☐		
4.3	**Self-Disclosure Form** discussed at interview.	☐		
4.4	Notes of the interview and selection decisions recorded and retained.	☐		
4.5	**Conditional offer of employment** made in writing, clearly stating that it is subject to the satisfactory completion of all pre-employment checks.	☐		

Section 5: Pre-Appointment Checks (to be completed before the individual starts work)

No.	Check	Completed (✓)	Details / Reference Number	Date Checked	Verified By (Initials)
5.1	**Identity Check** *Original documents seen (e.g., passport, driving licence, birth certificate). Copy taken and kept on file.*	☐			
5.2	**Right to Work in the UK Check** *Original documents seen (e.g., passport, visa, share code). Copy taken and kept on file.*	☐			
5.3	**Enhanced DBS Check with Barred List** *Application submitted. Certificate received and reviewed.*	☐			
5.4	**Prohibition from Teaching Check** (for all teaching posts) *Checked via TRA Teacher Services.*	☐			
5.5	**Section 128 Check** (for all management roles, Headteacher, governors, proprietors) *Checked via TRA Teacher Services.*	☐			
5.6	**Disqualification under the Childcare Act 2006 Check** (for staff working with children under 8) *Self-declaration form completed and reviewed.*	☐			
5.7	**Qualification Checks** (for any qualifications required for the role) *Original certificates seen. Copy taken and kept on file.*	☐			

5.8	**Medical Fitness Check** *Health questionnaire completed and, if necessary, occupational health assessment conducted.*	☐			
5.9	**Verification of any Periods Living or Working Overseas** *Certificate of good conduct or equivalent obtained from relevant country/ies.*	☐			
5.10	**References** (if not received pre-interview) *All references now received and verified.*	☐			

Section 6: Post-Appointment and Induction

No.	Action	Completed (✓)	Initials	Notes / Date
6.1	**Formal contract of employment** issued, including confirmation that all checks are complete.	☐		
6.2	All pre-employment check details entered on the **Single Central Record (SCR)** .	☐		
6.3	New staff member added to the staff list, email system, and emergency contact list.	☐		
6.4	**Safeguarding Induction** completed (see Staff Induction Policy). This includes: • Part One of KCSIE 2025. • This Safeguarding Policy. • Staff Code of Conduct. • Whistleblowing Policy. • Behaviour Policy. • Online Safety Policy. • Fire and emergency procedures.	☐		
6.5	Staff member signs to confirm they have read and understood key policies.	☐		
6.6	Staff ID badge issued.	☐		
6.7	Keys / fobs issued (if applicable) and logged.	☐		
6.8	Probationary period and review dates confirmed.	☐		

Section 7: Single Central Record (SCR) – Verification

To be completed by the Safer Recruitment Lead or DSL after appointment.

No.	SCR Entry Check	Recorded (✓)	Date Verified
7.1	Name and role of individual recorded.	☐	
7.2	Date DBS check was obtained recorded.	☐	
7.3	Date Barred List check was obtained recorded.	☐	
7.4	Date Prohibition from Teaching check was obtained recorded (for teachers).	☐	
7.5	Date Section 128 check was obtained recorded (for relevant roles).	☐	
7.6	Date Disqualification under the Childcare Act check recorded (if applicable).	☐	
7.7	Date Identity check recorded (with details of documents seen).	☐	
7.8	Date Right to Work check recorded (with details of documents seen).	☐	
7.9	Date of overseas checks recorded (if applicable).	☐	
7.10	For agency staff: Confirmation that agency has carried out all necessary checks recorded.	☐	

SCR Verified By: _____ **Date:** _____

Section 8: Final Declaration

I confirm that all of the above checks have been completed satisfactorily for this appointment and that the individual is suitable to work with children at Rawdah Montessori Primary School.

Recruitment Lead Signature:

Name:

Date:

Headteacher Signature:

Name:

Date:

Appendix A – Quick Reference: Documents to Check

Document	Purpose	When to See
Passport	Identity and Right to Work	At interview / before start
Birth Certificate	Identity (if no passport)	At interview / before start
Visa / Biometric Residence Permit / Share Code	Right to Work	At interview / before start
DBS Certificate	Criminal record check	On receipt (must be original)
Qualification Certificates	Proof of qualifications	At interview / before start
Marriage / Change of Name Certificate	To link documents with different names	At interview / before start
Driving Licence	Proof of address	At interview / before start
Professional Registration (e.g., QTS certificate)	Verification of teaching status	At interview / before start

Appendix B – Quick Reference: Checks for Different Roles

Role	Enhanced DBS + Barred List	Prohibition from Teaching	Section 128	Childcare Disqualification	Overseas Check
Teacher	✓	✓		(if under 8)	(if applicable)
Teaching Assistant / Support Staff	✓			(if under 8)	(if applicable)
Headteacher	✓	✓	✓		(if applicable)
Governor / Proprietor	✓		✓		(if applicable)
Volunteer (Regulated Activity)	✓	(if teacher)		(if under 8)	(if applicable)
Volunteer (Supervised)	(risk-assessed)				
Contractor / Agency Staff	Confirmation from agency	Confirmation from agency	Confirmation from agency (if applicable)	Confirmation from agency (if applicable)	Confirmation from agency

Review of Checklist Dates

REVIEW DATE	REVIEWED BY	SIGNED OFF (Name & Role)
Oct 2025	Governing Body	**Chair:** Sohaib Tanvir
Next Review Due:		
Oct 2026	Governing Body	**Chair:**
	Headteacher	**Headteacher:**