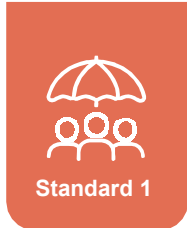


## Safe Recruitment Checklist for Personnel File

Position: \_\_\_\_\_ Personnel Name: \_\_\_\_\_

| No | Activity                               | Considerations  | Yes/No/N/A | Signature & Date of person confirming |
|----|--|---|------------|---------------------------------------|
| 1  | Job Analysis Hiring Authorisation Form | <ul style="list-style-type: none"> <li>a) Police Clearance/Vetting Risk Assessment</li> <li>b) Level of access to vulnerable groups</li> <li>c) Level of responsibility to implement Safeguarding and Complaints Follow-up</li> </ul>   |            |                                       |
| 2  | Job Advert                             | <ul style="list-style-type: none"> <li>a) Has a line on Safeguarding (and Code of Conduct) been included in the advert for the position</li> </ul>  |            |                                       |
| 3  | Job Description                        | <ul style="list-style-type: none"> <li>a) As a minimum has a line on safeguarding and code of conduct been included in the Job Description</li> <li>b) Has the job description reflected responsibilities specific to safeguarding implementation</li> <li>c) Is the level of contact with vulnerable people clearly defined</li> </ul>   |            |                                       |
| 4  | Interview – Questions                  | <ul style="list-style-type: none"> <li>a) Have questions (relevant to the role) on Safeguarding been included in order to establish the candidates understanding and attitudes to safeguarding</li> </ul>   |            |                                       |
| 5  | Interview – Closing                    | <ul style="list-style-type: none"> <li>a) Has the candidate been reminded of our policies and that she/he will be expected to sign and commit to these</li> <li>b) Has the candidate been informed and confirmed their permission in relation to safeguarding as part of reference checks (i.e. suitability to work with vulnerable groups)</li> <li>c) Where relevant has the candidate been reminded of Police clearance/vetting if applicable</li> </ul> |            |                                       |
| 6  | References                             | <ul style="list-style-type: none"> <li>a) 2 references received (one of which to be from current or most recent employer)</li> <li>b) Has the referees identify been confirmed (through organisation, organisation e-mail)</li> <li>c) Has relevant questions on Safeguarding been included as part of reference checks</li> </ul>  |            |                                       |
| 7  | Checking Identity and other items      | <ul style="list-style-type: none"> <li>a) Have you asked to see the successful candidates original photo ID (Passport or</li> </ul>   |            |                                       |



|    |                           |   |  |  |
|----|---------------------------|---|--|--|
|    |                           | National ID)<br>b) Have you asked to see relevant certificates of qualifications                |  |  |
| 8  | Police Clearance/Vetting  | a) Is police clearance required for this role?<br>Has this been processed?                      |  |  |
| 9  | Signing Declaration Forms | a) Received signed Self-Declaration Form  |  |  |
| 10 | Signing Code of Conduct   | a) Received signed Code of Conduct  |  |  |
| 11 | Training                  | a) Has the candidate been enrolled for induction on the Code of Conduct and Safeguarding Policy |  |  |