



## 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	a) Police Clearance/Vetting Risk Assessment b) Level of access to vulnerable groups c) Level of responsibility to implement Safeguarding and Complaints Follow-up		
2	Job Advert	a) Has a line on Safeguarding (and Code of Conduct) been included in the advert for the position		
3	Job Description	a) As a minimum has a line on safeguarding and code of conduct been included in the Job Description b) Has the job description reflected responsibilities specific to safeguarding implementation c) Is the level of contact with vulnerable people clearly defined		
4	Interview – Questions	a) Have questions (relevant to the role) on Safeguarding been included in order to establish the candidates understanding and attitudes to safeguarding		
5	Interview – Closing	a) Has the candidate been reminded of our policies and that she/he will be expected to sign and commit to these 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) c) Where relevant has the candidate been reminded of Police clearance/vetting if applicable		
6	References	a) 2 references received (one of which to be from current or most recent employer) b) Has the referees identify been confirmed (through organisation, organisation e-mail) c) Has relevant questions on Safeguarding been included as part of reference checks		
7	Checking Identity and other items	a) Have you asked to see the successful candidates original photo ID (Passport or National ID) b) Have you asked to see relevant certificates of qualifications		
8	Police Clearance/Vetting	a) Is police clearance required for this role? Has this been processed?		



*Standard 1: Creating and Maintaining Safe Environments*

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		