**STAFF SAFE RECRUITMENT CHECK LIST – TO CROSS CHECK WITH SCR**

**For implementation 1 September 2024 by all Trust Schools**

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| **Check undertaken** | **Evidence Check** | **Date** | **Signed** |
| Before interview | Job Advert including safeguarding statement dates placed. Para 216 KCSIE 24 |  |  |
| Job Description |  |  |
| Person specification |  |  |
| Job application |  |  |
| Share employment of ex-offenders policy with application pack. |  |  |
| Short listing declaration form re criminal record or information that my make them unsuitable to work with children. Para 221 KCSIE. This should be signed at interview. |  |  |
| Online search completed by DSL and SBM to identify any incidents or issues that have happened, and are publicly available online, which should be explored with the applicant at interview. |  |  |
| Two references received before the interview date and dated and signed to show best practice. Para 227-229 KCSIE. |  |  |
| At interview | Interview Questions - must include safeguarding questions to comply with Safer recruitment advice. Para 230-235 KCSIE. |  |  |
| Proof of identity to show DOB, Address  Drivers licence, passport, birth certificate, bills etc. See the guidance on the gov.uk website. |  |  |
| Photographic proof of identity |  |  |
| Proof of Qualifications |  |  |
| After interview | Offer letter |  |  |
| Acceptance letter |  |  |
| Proof of Identity |  |  |
| Enhanced DBS certificate including barred list information if appropriate. See Para 238 KCSIE |  |  |
| Medical form – returned and in envelope (best practice) |  |  |
| Copy of work permit if applicable and any other further checks required if member of staff has lived outside the UK. KCSIE para 286. |  |  |
| If management post - Section 128 check undertaken. Para 243 KCSIE |  |  |
| Teachers prohibition check undertaken. Para 259 KCSIE. |  |  |
| Verification of professional qualifications as appropriate via TRA re QTS and competition of induction/probation. |  |  |
| New Starter payroll form |  |  |
| P45/46 (if P45 unavailable) |  |  |
| Commencement of employment | Induction Checklist completed including Safeguarding H and S and Trust code of Conduct |  |  |
| Staff member entered onto SCR |  |  |
| Pension Forms |  |  |
| Statement of Particulars |  |  |