

Process for Safer Recruitment

Vacancy

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Agree job panel membership

(should have one member trained in safer recruitment)

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Job review

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Plan selection process and timetable

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Review/draw up job description

(make reference to safeguarding and promoting welfare of children)

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Review/draw up person specification

(make reference to suitability to work with children)

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Compile application packs

(include child protection policy and safeguarding statement)

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Advertise post

(include safeguarding statement)

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Issue application packs

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Shortlisting

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One panel member checks applications for anomalies/gaps

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Apply for references on short listed candidates

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Interview/assessment process

(designated panel member to check anomalies/gaps at interview)

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↓ **Check and copy original documents at interview**

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Satisfactory pre-recruitment checks received

(proof of identity, references, ISA, CRB etc)

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Written offer of employment

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Receive signed contract of employment from new employee

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Arrange induction

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Employment commences