



Swindon Local Safeguarding Children Board

**Safer Recruitment and
Selection Policy for
Organisations who work with
Children & Young People**

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SWINDON LSCB

Safer Recruitment and Selection Policy for Organisations who work with Children & Young People

“For those agencies whose job it is to protect children and vulnerable people, the harsh reality is that if a sufficiently devious person is determined to seek out opportunities to work their evil, no one can guarantee that they will be stopped. Our task is to make it as difficult as possible for them to succeed...”

Bichard Inquiry Report, 2004, page 12 paragraph 79

Swindon Local Safeguarding Children Board agreed in December 2007:

- ❖ that the mandatory recruitment training being delivered to schools be extended so that all staff that work with children and young people have at least one member of the interviewing panel trained in safer recruitment by April 2009
- ❖ that all organisations working with children in Swindon update their recruitment procedures to take into account the learning outcomes from the safer recruitment training as a matter of urgency

Summary

It is vital that all organisations that work with children and young people adopt recruitment and selection procedures and other human resources management processes that help to deter, reject, or identify people who might abuse children and young people, or are otherwise unsuited to work with them. This summary provides advice about practice that should be followed to achieve that. It aims to assist organisations to review and, where appropriate, modify their practice and procedures in ways that will strengthen safeguards for children and young people by helping to deter and prevent abuse.

Context

1. Experience shows the importance of organisations that provide services to children and young people, operating recruitment and selection procedures and other human resources (HR) management processes that help deter, reject or identify people that might abuse children and young people, or are

otherwise unsuited to work with the. Making safeguarding and promoting the welfare of children and young people an integral factor in HR management, is an essential part of creating safe environments for children and young people.

Audience

2. The policy details a range of recruitment best practice, and will be particularly helpful for:

everyone who takes part in recruiting and selecting people to work with children and young people, including;

- people and organisations that provide personnel or HR advice or services to those bodies;
- employment agencies and businesses that provide staff who are going to work with children and young people ; and
- organisations who have a contract with local authorities and other organisations to provide services that support children and young people.

It aims to assist those people and organisations to review and, where appropriate, change their practice and procedures in ways that will strengthen safeguards for children and young people by helping to deter and prevent abuse.

Scope

3. The measures described in this policy should be applied in relation to everyone who works where there are children and young people under 18, who is likely to be perceived by them as a safe and trustworthy adult. Those are not only people who regularly come into contact with children and young people, or who will be responsible for children and young people, as a result of their work. They are also people who regularly work in a setting such as a school when children and young people are present, who may not have direct contact with children and young people as a result of their job, but nevertheless will be seen as safe and trustworthy because of their regular presence in the setting. This includes workers not on the payroll, e.g. staff employed by contractors, and unpaid volunteers.

Contractors

4. All organisations should ensure that the terms of any contract they let that requires the contractor to employ staff to work with, or provide services for, children and young people for whom the local authority, school or FE college or other organisations are responsible, also requires the contractor to adopt and implement the measures described in this guidance. They should also monitor the contractor's compliance

Volunteers

5. Volunteers (and those on unpaid attachments) are also seen by children and young people as safe and trustworthy adults, and if an organisation is actively seeking volunteers, and is considering candidates about whom it has little or no recent knowledge, it should adopt the same recruitment measures as it would for paid staff. In other circumstances, for example where an organisation approaches a parent who is well known to the organisation to take on a particular role, a streamlined procedure can be adopted: seeking references, checking to ensure others in the organisation know of no concerns and can make a positive recommendation, conducting an informal interview to gauge the person's aptitude and suitability, and undertaking an enhanced Criminal Records Bureau (CRB) Disclosure and List 99 (if appropriate). In other circumstances, e.g. where a volunteer's role will be one off, such as accompanying teachers and children and young people on a day outing or helping at a concert or school fête, measures would be unnecessary provided that the person is not to be left alone and unsupervised in charge of children and young people.

Where volunteers recruited by another organisation work in a setting, e.g. sports coaches from a local club, the setting should obtain proof and assurance and proof from that organisation that the person has been properly vetted.

Other Settings

6. The principles set out in this policy can be applied in other settings in which adults work with children and young people, and guidance with a similar theme has been issued in the past in relation to looked after children and young people by the Department of Health under the title Towards Safer Care.

Further Advice and Guidance

7. This policy is not a comprehensive guide to recruitment and selection or employment issues. It does not cover all the issues relevant to that subject. It is not a substitute for training in those areas, or in interviewing and assessment techniques. All staff that recruit and select staff and volunteers and manage services and establishments will need appropriate training as well as support and advice from their personnel or HR adviser to ensure their practice satisfies the requirements of employment law. Appendix 1 provides further information and advice about recruitment and selection, or issues relating to safeguarding and promoting the welfare of children and young people, and links

Elements of Safer Practice

8. See Appendix 1

9. The checklist at Appendix 2 provides a convenient way of signing off each stage of the process and can be filed as a permanent record at the end of the process. Completion of this checklist will fulfill the statutory requirement to maintain a record of the recruitment and vetting checks which have been undertaken.

Continuing Awareness

10. It is vital that the measures described in this policy are applied thoroughly whenever someone is recruited to work with children and young people, but that must not be the end of the matter. Schools and other organisations are safe environments for the great majority of children and young people, and the vast majority of people who work with children and young people have their safety and welfare at heart. **But we must not be complacent.** We know that some people seek access to children and young people in order to abuse, and that abused children and young people very often do not disclose the abuse at the time. We also know that some of the allegations of abuse made against staff are substantiated, and we continue to see a number of cases year on year in which people who work with children and young people are convicted of criminal offences involving the abuse of children and young people.

11. It is crucial therefore that everyone working in any setting providing for children and young people are aware of these issues, and the need to adopt ways of working and appropriate practice to help reduce allegations. It is equally important that everyone is able to raise concerns about what seems to be poor or unsafe practice by colleagues, and that those concerns, and concerns expressed by children and young people, parents or others are listened to and taken seriously.

12. It will often be hard to give credence to concerns particularly if they are about a long serving and trusted colleague. Unfortunately those concerns will sometimes be true and it is important that they are taken seriously and not simply dismissed. Where concerns have not been taken seriously in the past a person has been able to continue abusing children and young people, sometimes for many years. It is vital therefore that all concerns are taken seriously and that, where appropriate, action is taken in accordance with the procedures for dealing with allegations against staff.

Safer Recruitment Practice

Recruitment and Selection Policy Statement

13. The employer should have an explicit written recruitment and selection policy statement and procedures that comply with national and local guidance. The statement should detail all aspects of the process and should link to their child protection policy and procedures.

14. The policy statement should incorporate an explicit statement about the organisation's commitment to safeguarding and promoting the welfare of children and young people. An appropriate statement should be included in any model recruitment and selection policy. For example:

“This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.”

15. The statement should be included in:

- Publicity materials
- Recruitment websites
- Advertisements
- Candidate information packs
- Person specifications
- Job descriptions
- Competency frameworks
- Induction training

Planning and Advertising

16. Planning is vital to successful recruitment. It is important to be clear about what mix of qualities, qualifications and experience a successful candidate will need to demonstrate, and whether there are any particular matters that need to be mentioned in the advertisement for the post in order to prevent unwanted applications. It is essential to plan the recruitment exercise itself, identifying who should be involved, assigning responsibilities, and setting aside sufficient time for the work needed at each stage so that safeguards are not skimmed or overlooked. For example, it is important to organise the selection process to allow references to be obtained on short listed candidates before interview.

17. The person specification will need careful thought and drafting. It is also good practice to make sure at the outset that all the other material, e.g. the application form, job description, and information or guidance for applicants, that will form part of the candidate information pack is up to date, and clearly sets out the extent of the relationships and contact with children and young people, and the degree of responsibility for children and young people that the person will have in the position to be filled. All work where there is contact with children & young people involves some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary according to the nature of the post.

18. The time and effort spent in this stage of the process should help minimise the risk of making an unsuitable appointment.

19. When a vacancy is advertised, the advertisement should include a statement about the employer's commitment to safeguarding and promoting the welfare of children and young people, and reference to the need for the

successful applicant to undertake an Enhanced Disclosure via the CRB, where appropriate, as well as the usual details of the post and salary, qualifications required, etc. The closing date and interview date is always helpful for candidates.

Application Form

20. Employers should use an application form to obtain a common set of core data from all applicants. It is not good practice to accept curriculum vitae drawn up by applicants in place of an application form because these will only contain the information the applicant wishes to present and may omit relevant details.

21. For applicants for all types of post the form should obtain:

- full identifying details of the applicant including current and former names, date of birth, current address, and National Insurance number;
- a statement of any academic and/or vocational qualifications the applicant has obtained that are relevant to the position for which s/he is applying with details of the awarding body and date of award;
- a full history in chronological order since leaving secondary education, including periods of any post-secondary education or training, and part-time and voluntary work as well as full-time employment, with start and end dates, explanations for periods not in employment, education or training, and reasons for leaving employment;
- a declaration of any family or close relationship to existing employees or employers (including councillors and governors);
- details of referees. One referee should be the applicant's current or most recent employer, and normally two referees should be sufficient. Where an applicant who is not currently working with children and young people and young people has done so in the past it is important that a reference is also obtained from the employer by whom the person was most recently employed in work with them. The form should make it clear that references will not be accepted from relatives or from people writing solely in the capacity of friends; and
- a statement of the personal qualities and experience that the applicant believes are relevant to his or her suitability for the post advertised and how s/he meets the person specification.

22. The application form should include

an explanation that the post is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared. And it should require a signed statement that the person is not on List 99, disqualified from work with children and young people, or subject to sanctions imposed by a regulatory body, e.g. the General Teaching Council (GTC), and either has no convictions, cautions, or bind-overs, or has attached details of their record in a sealed envelope marked confidential.

23. It should record that:

- where appropriate the successful applicant will be required to provide a CRB Disclosure at the appropriate level for the post;
- the prospective employer will seek references on short-listed candidates, and may approach previous employers for information to verify particular experience or qualifications, before interview;
- if the applicant is currently working with children and young people, on either a paid or voluntary basis, his or her current employer will be asked about disciplinary offences relating to children and young people, including any for which the penalty is time expired (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether the applicant has been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. If the applicant is not currently working with children and young people but has done so in the past, that previous employer will be asked about those issues; and
- providing false information is an offence and could result in the application being rejected, or summary dismissal if the applicant has been selected, and possible referral to the police.

24. Applicants for teaching posts should also be asked:

- to provide their DfES reference number;
- whether s/he has Qualified Teacher status (QTS); and
- whether s/he is registered with the GTC for England.

Applicants for teaching posts in FE colleges should be asked whether they have a teaching qualification, and for the details of this.

Explanatory notes and/or instructions for completing the form should be included in the candidate information pack.

Job Description

25. This should clearly state:

- the main duties and responsibilities of the post; and
- the individual's responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

As noted in paragraph 17 (page 5), all work in a school and other settings involves some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary according to the nature of the post.

Person Specification

26. This should:

- include the qualifications and experience, and any other requirements needed to perform the role in relation to working with children and young people;
- describe the competences and qualities that the successful candidate should be able to demonstrate;
- explain how these requirements will be tested and assessed during the selection process. For example:

In addition to candidates' ability to perform the duties of the post, the interview must also explore issues relating to safeguarding and promoting the welfare of children and young people including:

- motivation to work with children and young people;
- ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- emotional resilience in working with challenging behaviours; and
- attitudes to use of authority and maintaining discipline"; and
- explain that if the applicant is short-listed any relevant issues arising from his or her references will be taken up at interview.

Candidate Information Pack

27. The pack should include a copy of:

- the application form, and explanatory notes about completing the form;
- the job description and person specification;
- any relevant information about the organisation and the recruitment process, and statements of relevant policies such as the authority or establishment's policy about equal opportunities and anti-discriminatory practice, the recruitment of ex-offenders, etc;
- the establishment's child protection policy statement; and
- a statement of the terms and conditions relating to the post.

Scrutinising and Short-listing

28. All applications should be scrutinised to ensure that they are fully and properly completed, that the information provided is consistent and does not contain any discrepancies, and to identify any gaps in employment. Incomplete applications should not be accepted and should be returned for completion. Any anomalies or discrepancies or gaps in employment identified by the scrutiny should be noted so that they can be taken up as part of the consideration of whether to short-list the applicant. As well as reasons for obvious gaps in employment, the reasons for a history of repeated changes of employment without any clear career or salary progression, or a mid-career move from a permanent post to supply or temporary work, also need to be

explored and verified. Shortlisting must be carried out by a minimum of 2 people.

29. All candidates should be assessed equally against the criteria contained in the person specification without exception or variation.

References

30. The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They should always be sought and obtained directly from the referee. Employers should not rely on references or testimonials provided by the candidate, or on open references and testimonials, i.e. "To Whom It May Concern". There have been instances of candidates forging references. Open references or testimonials might be the result of a compromise agreement and are unlikely to include any adverse comments. On the rare occasion that a verbal reference is taken it must be typed and faxed/sent back to the referee for signature.

Checks Before Interview

31. If a short-listed applicant claims to have some specific qualification or previous experience that is particularly relevant to the post for which s/he is applying that will not be verified by a reference, it is good practice to verify the facts before interview so that any discrepancy can be explored at interview. The qualification or experience can usually be verified quickly by telephoning the relevant previous employer and asking for written confirmation of the facts.

Involving Children and Young People

32. Involving children and young people in the recruitment and selection process in some way, or observing short-listed candidates' interaction with them is common, and recognised as good practice in many organisations. There are different ways of doing that. For example, candidates for teaching posts might be asked to teach a lesson, short-listed candidates might be shown round the school or FE college by students and a governor or senior member of staff, and/or meet with young people and staff.

Interviews

33. The interview should assess the merits of each candidate against the job requirements, and explore their suitability to work with children and young people. The selection process for people who will work with children and young people should always include a face-to-face interview even if there is only one candidate.

Invitation to Interview

34. In addition to the arrangements for interviews – time and place, directions to the venue, membership of the interview panel – the invitation should remind

candidates about how the interview will be conducted and the areas it will explore including suitability to work with children and young people. Enclosing a copy of the person specification can usefully draw attention to the relevant information.

35. The invitation should also stress that the identity of the successful candidate will need to be checked thoroughly to ensure the person is who he or she claims to be, and that where a CRB Disclosure is appropriate the person will be required to complete an application for a CRB Disclosure straightaway. Consequently all candidates should be instructed to bring with them documentary evidence of their identity that will satisfy CRB requirements, i.e. either a current driving licence or passport including a photograph, or a full birth certificate, plus a document such as a utility bill or financial statement that shows the candidate's current name and address, and where appropriate change of name documentation.

36. Candidates should also be asked to bring documents confirming any educational and professional qualifications that are necessary or relevant for the post, eg the original or a certified copy of a certificate, or diploma, or a letter of confirmation from the awarding body. N.B. If the successful candidate cannot produce original documents or certified copies, written confirmation of his or her relevant qualifications must be obtained from the awarding body.

37. A copy of the documents used to verify the successful candidate's identity and qualifications must be kept for the personnel file.

Interview Panel

38. Although it is possible for interviews to be conducted by a single person it is not recommended. It is better to have a minimum of two interviewers, and in some cases, eg for senior or specialist posts, a larger panel might be appropriate. A panel of at least two people allows one member to observe and assess the candidate, and make notes, while the candidate is talking to the other. It also reduces the possibility of any dispute about what was said or asked during the interview.

39. The members of the panel should:

- have the necessary authority to make decisions about appointment;
- be appropriately trained in safer recruitment;
- meet before the interviews to: reach a consensus about the required standard for the job to which they are appointing; consider the issues to be explored with each candidate and who on the panel will ask about each of those; and agree their assessment criteria in accordance with the person specification.

40. The panel should agree a set of questions they will ask all candidates relating to the requirements of the post, and the issues they will explore with each candidate, based on the information provided in the candidate's application and references (if available). A candidate's response to a question

about an issue will determine whether and how that is followed up. Where possible it is best to avoid hypothetical questions because they allow theoretical answers. It is better to ask competence based questions that ask a candidate to relate how s/he has responded to, or dealt with, an actual situation, or questions that test a candidate's attitudes and understanding of issue

Scope of the Interview

41. In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel should also explore:

- the candidate's attitude toward children and young people;
- his or her ability to support the organisation's agenda for safeguarding and promoting the welfare of children and young people;
- gaps in the candidate's employment history; and
- concerns or discrepancies arising from the information provided by the candidate and/or a referee.

The panel should also ask the candidate if they wish to declare anything in light of the requirement for a CRB Disclosure.

42. If, for whatever reason, references are not obtained before the interview, the candidate should also be asked at interview if there is anything s/he wishes to declare or discuss in light of the questions that have been (or will be) put to his or her referees. It is vital that the references are obtained and scrutinised before a person's appointment is confirmed and before s/he starts work.

Conditional Offer of Appointment: Pre-Appointment Checks

43. An offer of appointment to the successful candidate should be conditional upon:

- the receipt of at least two satisfactory references (if those have not already been received – see paragraph 30 (page 9));
- verification of the candidate's identity (if that could not be verified straight after the interview);
- a check of List 99 (For schools and FE establishments). In some residential establishments a check of the PoCA List may also be required and, where appropriate, a satisfactory CRB Disclosure;
- verification of the candidate's medical fitness;
- verification of qualifications (if not verified after the interview);
- verification of professional status where required e.g. GTC registration, QTS status (unless properly exempted), National Professional Qualification for Headship (NPQH);

- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999); and
- (for non teaching posts) satisfactory completion of the probationary period.

44. The organisation should seek advice from its HR or personnel services provider, and follow relevant CRB guidance if a Disclosure reveals information that a candidate has not disclosed in the course of the selection process.

45. All checks should be:

- confirmed in writing;
- documented and retained on the personnel file (subject to relevant advice contained in the CRB Code of Practice and the organisation's own data protection arrangements); and
- followed up where they are unsatisfactory or there are discrepancies in the information provided.

46. Where:

- the candidate is found to be on List 99 or the PoCA List, or the CRB Disclosure shows s/he has been disqualified from working with children and young people by a Court; or
- an applicant has provided false information in, or in support of, his or her application; or
- there are serious concerns about an applicant's suitability to work with children and young people.

The facts must be reported to the organisations HR Manager in the first instance who will advise on the action to be taken such as reporting to the Police and Professional Association. It is also good practice to discuss the issue with the Local Authority Safeguarding and Quality Assurance Manager on 01793 466849.

List 99/PoCA List/CRB Disclosures on Overseas Candidates

47. List 99 and CRB Disclosures and where appropriate PoCA List checks must be completed on overseas staff. In addition, criminal records information should be sought from countries where individuals have worked or lived.

Post Appointment: Induction

48. There should be an induction programme for all staff and volunteers newly appointed in an establishment, regardless of previous experience. The purpose of induction is to:

- provide training and information about the establishment's policies and procedures;

- support individuals in a way that is appropriate for the role for which they have been engaged;
- confirm the conduct expected of staff within the organisation
- provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities; and
- enable the person's line manager or mentor to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.

49. The content and nature of the induction process will vary according to the role and previous experience of the new member of staff or volunteer, but as far as safeguarding and promoting the welfare of children and young people is concerned the induction programme should include information about, and written statements of:

- policies and procedures in relation to safeguarding and promoting welfare e.g. child protection, anti-bullying, antiracism, physical intervention or restraint intimate care, internet safety and any local child protection and safeguarding procedures;
- safe practice and the standards of conduct and behaviour expected of staff and pupils in the establishment;
- how and with whom any concerns about those issues should be raised; and
- other relevant personnel procedures eg disciplinary, capability and whistle blowing.

The programme should also include attendance at child protection training appropriate to the person's role.

Maintaining a Safer Culture

50. Paragraphs 10 to 12 (page 4) describe the need for continued awareness of safeguarding issues. It is important that all staff in an establishment have appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out Staff, children and young people and parents also need to feel confident that they can raise issues or concerns about the safety or welfare of children and young people, and that they will be listened to and taken seriously. That can be achieved by maintaining an ethos of safeguarding and promoting the welfare of children and young people and protecting staff which is supported by:

- a clear written statement of the standards of behavior and the boundaries of appropriate behaviour expected of staff and children and young people that is understood and endorsed by all;
- appropriate induction and training;
- regular briefing and discussion of relevant issues;
- including relevant material from the framework for Personal Social and Health Education in the curriculum;

- ensuring all those working with children and young people are familiar with the good practice guidance; and
- a clear reporting system if a pupil, learner, member of staff or other person has concerns about the safety of children and young people.

Monitoring

51. Monitoring of both the recruitment process and induction arrangements will allow for future recruitment practices to be better informed. It should cover:

- staff turnover and reasons for leaving;
- exit interviews; and
- attendance of new recruits at child protection training.

This policy has been adapted from Chapter 3 of 'Safeguarding Children and Young People in Education' January 2007.

Please note that the term 'employer' also refers to organisations that have a working relationship with children and young people.

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Appendix 1

Elements of Safer Practice

Safer practice in recruitment means thinking about and including issues to do with child protection and safeguarding and promoting the welfare of children and young people at every stage of the process. It starts with the process of planning the recruitment exercise and, where the post is advertised, ensuring that the advertisement makes clear the organisation's commitment to safeguarding and promoting the welfare of children and young people. It also requires a consistent and thorough process of obtaining, collating, analysing, and evaluating information from and about applicants. Main elements of the process include:

- ensuring the job description makes reference to the responsibility for safeguarding and promoting the welfare of children and young people;
- ensuring that the person specification includes specific reference to suitability to work with children and young people;
- obtaining and scrutinizing comprehensive information from applicants, and taking up and satisfactorily resolving any discrepancies or anomalies;
- obtaining independent professional and character references that answer specific questions to help assess an applicant's suitability to work with children and young people and following up any concerns;
- a face-to-face interview that explores the candidate's suitability to work with children and young people as well as his or her suitability for the post;
- verifying the successful applicant's identity;
- verifying that the successful applicant has any academic or vocational qualifications claimed; checking his or her previous employment history and experience; verifying that s/he has the health and physical capacity for the job;
- the mandatory check of List 99 and/or the Protection of Children Act (PoCA) List, and, where appropriate, an Enhanced Disclosure via the CRB.

N.B. It is important not to rely solely on criminal record and List 99 or PoCA List checks to screen out unsuitable applicants. Those checks are an essential safeguard, but they will only pick up those abusers who have been convicted, or have come to the attention of the police, or who have been listed. Many individuals who are unsuited to working with children and young people will not have any previous convictions, and will not appear on List 99 or the PoCA List.

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Appendix 2

Recruitment & Selection Checklist

PRE-INTERVIEW	Initials	Date
<p>PLANNING/WORK PLAN</p> <p>Timetable decided: job specification and description and other documents can be provided to applicants, reviewed and updated as necessary. Application form seeks all relevant information and includes relevant statements about references etc</p>		
<p>VACANCY ADVERTISED (where appropriate)</p> <p>Advertisement includes reference to safeguarding policy, ie statement of commitment to safeguarding and promoting welfare of children and need for successful applicant to be CRB checked.</p>		
<p>APPLICATIONS on receipt</p> <p>Scrutinised – any discrepancies/anomalies/gaps in employment noted to explore if candidate considered for short listing</p>		
SHORT LIST PREPARED		
<p>REFERENCES - seeking</p> <p>Sought directly from referee on short listed candidates: ask recommended specific questions; include statement about liability for accuracy.</p>		
<p>REFERENCES – on receipt</p> <p>Checked against information on application; scrutinised; any discrepancy/issue of concern noted to take up with applicant (at interview if possible)</p>		
<p>INVITATION TO INTERVIEW</p> <p>Includes all relevant information and instructions</p>		

PRE-INTERVIEW	Initials	Date
INTERVIEW ARRANGEMENTS At least 2 interviewers; panel members have authority to appoint; have met and agreed issues and questions/ assessment criteria/standards.		
INTERVIEW		
Explore applicants' suitability for work with children, as well as for the post. NB Identity and qualifications of successful applicant verified on day of interview by scrutiny of appropriate original documents; copies of documents taken and placed on file; where appropriate, application completed application for CRB Disclosure		
POST-INTERVIEW		
CONDITIONAL OFFER OF APPOINTMENT: PRE APPOINTMENT CHECKS Offer of appointment is made conditional on satisfactory completion of the following pre-appointment checks and non-teaching posts a probationary period		
REFERENCES (if not obtained and scrutinised previously)		
IDENTITY (if that could not be verified straight after the interview).		
QUALIFICATIONS (if not verified on the day of interview)		
Permission to work in UK, if required		
CRB – Where appropriate, satisfactory CRB Disclosure received.		
LIST 99 – person is not prohibited from taking up the post.		
HEALTH – the candidate is medically fit.		
For schools & colleges only GTC England – for teaching posts in maintained schools and non-maintained special schools, the teacher is registered with the GTC or exempt from registration.		

POST-INTERVIEW	Initials	Date
<p>For schools & colleges only</p> <p>QTS – for teaching posts in maintained schools, the teacher has obtained QTS or is exempt from the requirement to hold QTS. For teaching posts in FE colleges the teacher has obtained a Post Graduate Certificate of Education (PGCE) or Certificate of Education (Cert Ed) awarded by a Higher Education Institution, or the FE Teaching Certificate conferred by an Awarding Body</p>		
<p>For schools & colleges only</p> <p>STATUTORY INDUCTION for teachers who obtained QTS after 7 May 1999</p>		