

Minimum Requirements for Safer Recruitment in Community Health & Wellbeing and Children & Families Services

SAFEGUARDING CHECKLIST TO BE COMPLETED BY RECRUITING MANAGERS

N.B. PLEASE ALWAYS REFER TO HARROW COUNCIL RECRUITMENT AND SELECTION POLICY AND PROCEDURE:

PAWS Order no: _____ Directorate /Division _____
 Recruiting Manager _____ Job Title: _____
 Candidate's name: _____ Vacancy Job Title: _____

REQUIREMENT	Initial & Date
1. Pre-advert. Safeguarding requirements are clear and explicit in advert text and supporting docs.	
2. All candidates have completed an online application form. Any gaps in employment history must be explored and evidenced in the interview (candidates to be alerted to provide evidence if necessary before interview)	
3. Declaration of Criminal conviction – attention should be paid to this section of the application form and take advice when in doubt	
4. All panel members have been trained in Harrow's R&S	
5. Checks made at interview that the candidate is legally able to work in UK – Passport/Full Birth Certificate and other permitted documents seen, photocopied and signed and dated and uploaded on the online recruitment system for guidance see http://www.ukba.homeoffice.gov.uk	
6. DBS Application. Recruiting manager contacts the applicant manager for DBS to initiate Online DBS applications. All original documents required for DBS have been checked, photocopied, signed and copies kept in recruitment folder	
7. DBS WAIVER: Exceptionally DBS waiver can be granted but by only the Director of Targeted Services/Adults Social Care/Public Health or the Corporate Director of Children and Families Services/Community Health and Wellbeing and the reason must be recorded. Written Supervision Plan has been put in place and on file.	
8. DBS Disclosures. The Corporate Director only to sign off any DBS return showing a criminal record or non-conviction information	
9. Police checks required from home countries for all overseas applicants who have lived in that country for more than 2 years since the age of 18 years. This will be a Certificate of Good Conduct from EU countries.	
10. Checks have been carried out to confirm current, statutory professional registrations: e.g. Teaching Agency - DFE/HCP	
11. Qualifications claimed have been verified at interview, and meet the essential person specification requirements. Originals should be verified and copied.	
12. Minimum of two written references have been obtained, one from the most recent employer and should cover all employers during the last 3 years of employment. One referee must be current, or if the candidate is not employed, their most recent employer and verification calls to both referees have been made (care to be taken to use the referee's authorised telephone number). Appointment cannot be made without verified references.	
13. The candidate has completed an online Health Assessment Questionnaire and a financial declaration form The recruiting manager has given authority to appoint on the PAWS for payroll	
14. Detailed records of selection process for unsuccessful candidates are signed and dated and kept by Appointing Manager for 12 months.	
15. The recruitment team/recruiting manager has been kept informed throughout - all recruitment documents will be sent by the Recruitment Team to Shared Services Payroll to be scanned onto the HR file and to set the employee up on Payroll. Copies of documents which inform supervision can also be held on the local hand held supervision file.	
16. Appointing manager to hand over documentation to supervising manager only when the appointment process is completed and verified.	

Appointing Manager Signed **Date**.....

Divisional Director Signed **Date**.....