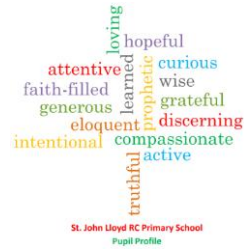




# Ysgol Gynradd St John Lloyd RC Primary School

## Safe recruitment practice for the induction of new members of staff



Name ..... Date ..... Post .....

Verifying Independent professional and character references including suitability to work with children, and following up any concerns	Please Circle; References received from named referee (not a whom it may concern reference)  Any concerns; Yes      No
Verifying the successful applicant's identity	Please circle; Passport/ Driving Licence/ Birth Certificate Checked; current and former names, date of birth , current address, and National Insurance number
Verifying academic or vocational qualifications	Please circle verification of professional status; Qualifications (Degree, A Levels & GCSEs) QTS status National Professional Qualification for Headship (NPQH) Other qualifications
Checking previous employment history and experience	Confirmed the right to work in the United Kingdom Yes      No  Name of previous employer .....
Verifying health and physical capacity for the job	Please Circle; Medical issues/ exemptions; Yes      No
Verifying and checking enhanced DBS with barred list information	Please Circle; Checked & Seen DBS check – issued .....  Issues; Yes      No
Teachers - Checking EWC registration	Please circle; Registered with EWC & QTS QTS but failed Induction Place on Barred List
Safeguarding and promoting the welfare of children	Child Protection policy & Staff Handbook given to successful applicant's Yes      No
Job specification received by the new member of staff	Please Circle Yes      No

Completed by .....