Safer recruitment evidence checklist

Set the role's context

- [ ] Record the UK nation, sector and setting that govern the appointment
- [ ] Record the guidance or regulatory version used and its effective date
- [ ] Define the role, duties, contact with children or adults and any regulated activity
- [ ] Agree role criteria and a panel with the knowledge and conflicts process required by the setting

Review the application and history

- [ ] Use a complete application history rather than a CV alone where sector guidance requires it
- [ ] Explore relevant gaps, overlaps, inconsistencies and reasons for leaving
- [ ] Record how interview evidence maps to the role criteria
- [ ] Give the applicant a fair opportunity to explain relevant discrepancies or disclosed information

Complete the lawful checks

- [ ] Verify identity through the route required for each check
- [ ] Complete the current Home Office right-to-work process and retain the required evidence
- [ ] Request, receive and review references in line with the setting's guidance
- [ ] Verify qualifications and professional registration required for the role
- [ ] Use DBS in England and Wales, PVG in Scotland or AccessNI in Northern Ireland as applicable
- [ ] Confirm the criminal-record level and any barred-list route are lawful and eligible for this role
- [ ] Consider overseas history and any sector-specific check the UK route cannot cover

Resolve concerns and decide

- [ ] Reconcile identity, history, reference and qualification discrepancies before appointment
- [ ] Record a proportionate risk decision rather than treating a certificate with no disclosed information as proof of suitability
- [ ] Name the decision-maker, evidence considered, reasons and any conditions
- [ ] Escalate unresolved safeguarding, eligibility or legal questions to the appropriate specialist

Close the appointment and follow through

- [ ] Confirm offer conditions and which must be complete before work starts
- [ ] Set supervision or restricted duties for any lawful, documented outstanding condition
- [ ] Complete role-specific safeguarding induction and policy acknowledgement
- [ ] Update the sector record or register required for the setting
- [ ] Apply the approved retention and access rules to evidence and disclosure information
- [ ] Schedule professional-registration, right-to-work or scheme follow-up where it is required
- [ ] Record ongoing referral, barring or fitness duties that apply after appointment