

KCSiE 2024, para 101, states that ‘governing bodies and proprietors should ensure that appropriate safer recruitment policies in accordance with **Part three** of this guidance are in place, embedded and effective.’

This checklist has been devised to support a school audit of key HR process and procedure at the start of term.

School Name:

Headteacher:

Chair of Govs:

HR Advisor:

Reference to ‘staff’ includes supply teachers, volunteers, governors and contractors, where applicable.

KCSiE 2024 may be accessed [here](#). Please contact your **HR Advisor** for further advice or guidance about this checklist.

All staff have been issued with/directed to **Part one** of **KCSiE 2024** and school has a record that each staff member has read at least Part one of the document

All staff have been issued with/directed to the **KCSiE Code of Conduct for Staff Working in Schools 2024/5**

All staff are aware of the school’s **Low-Level Concerns** policy and procedure as part of regular Safeguarding training / briefing sessions

All staff are aware of the school’s procedure for reporting **safeguarding concerns about adults**

All staff are aware of the school’s procedure for reporting **safeguarding concerns about children**

HR policies and procedures are scheduled for review/update in line with the review cycle agreed by the Governing Body

All HR policies and procedures are accessible to all staff, e.g. via the school Intranet, and staff are aware of how to locate them

The school’s **Whistleblowing Policy and Procedure** is accessible to all staff, e.g. via the school Intranet, and staff know how to locate it

The school’s **Single Central Record (SCR)** is up to date at the start of the academic year

There is a scheduled check of the school’s **SCR** by a senior school leader, each term

Staff personnel records are complete with the relevant and appropriate documents attached to employee records on ERP and/or retained in hard copy in accordance with the GDPR

There is an up-to-date list of **key holders** for the premises and keypad/access/alarm codes have been considered for review and/or changed at the start of term

The school’s process for monitoring/recording/reporting staff attendance on school site, ‘**out of hours**’, is in line with **Health and Safety** legislation and the school’s **Managing Attendance Procedure**

Statutory staff training (please refer to school’s training calendar for diary dates)

Those involved with the recruitment and employment of staff to work with children have received appropriate safer recruitment training, the substance of which should at a minimum cover the content of this part (Part three) of this guidance. (KCSiE 2024, para 213*)*

*At least one of the persons who conducts an interview has completed safer recruitment training** (KCSiE 2024, para 214**)*

Review of current HR processes and outstanding casework

At the start of the academic year, the Chair of Governors and Headteacher have discussed and reviewed any outstanding HR casework relating to staff; Managing Attendance, Disciplinary & Grievance Procedures, Capability etc, and conferred with the school’s HR Advisor, as appropriate.

*****Please ensure the school’s SCR is updated with the appropriate details*****

Audit undertaken by:

Date: