

**KCSiE | Safer Recruitment STAFF PERSONNEL FILE AUDIT 2024/25 (Schools)***Please use this checklist with reference to the statutory guidance set out in Part 3 of [KCSiE 2024](#)***delete as applicable*Checked
by
(Initials)

Date

Recruitment process for this appointment administered/coordinated by:

Name:

Job Title:

Start date:

Name of interview panel member trained in
Safer Recruitment (*KCSiE 2024, para 214*)Names of additional shortlisting panel members
(*KCSiE 2024, para 225*)**SCR:** Copy of the documents used to verify identity in personnel file* / attached to ERP record*
(*KCSiE 2024, paras 282 & 238*) Details entered on SCR (*KCSiE 2024, para 277, 282*)**SCR:** Copy of the document used to confirm Right to Work in the UK in personnel file* / attached to ERP record* (*KCSiE 2024, paras 282 & 238*) Details entered on SCR (*KCSiE 2024, para 277, 282*)**SCR:** Copy of the required qualifications for the role in personnel file* / attached to ERP record*
(*KCSiE 2024, paras 282 & 238*) Details entered on SCR (*KCSiE 2024, para 277, 282*)References checked and verified directly with the referee (*KCSiE 2024, para 228*) 1 2 3 4Verification of 'physical and mental capacity' to carry out the role (*KCSiE 2024, para 238*)**SCR:** Relevant details of a satisfactory enhanced DBS check entered on the SCR (*KCSiE 2024, para 277*)**SCR:** Relevant details of a separate children's barred list check, where applicable, on the SCR (*KCSiE 2024, para 277*)**SCR:** Relevant details of further 'overseas' checks, as appropriate (*KCSiE 2024, para 277*)**SCR:** Verification of relevant professional qualifications required (*KCSiE 2024, para 219, 238, 277*)**SCR:** Verification of QTS, where required of the role (*KCSiE 2024, para 219, 238, 277*)**SCR:** Verification of relevant teacher induction completion (*KCSiE 2024, para 219, 238, 277*)**SCR:** For teaching work, checks undertaken to ensure there is no prohibition, sanction or restriction issued by the Sec of State (*KCSiE 2024, para 259*)Relevant Section 128 checks undertaken, where appropriate (*KCSiE 2024, paras 262, 266*)For work in Reception classes, or in wraparound care for children up to the age of 8, 2018 Childcare Disqualification Regulations check have been made (*KCSiE 2024, para 238, 269-273*)

Job description & Person specification in personnel file* / attached to ERP record*

Application form signed by the applicant and in personnel file* / attached to ERP record*
(*KCSiE 2024, para 223*)Details of online searches/self-disclosure of criminal records in personnel file* / attached to ERP record*
(*KCSiE 2024, para 226*)**Statutory Induction (*KCSiE 2024, para 99*)**Child Protection Policy, Behaviour Policy, Staff Code of Conduct, school's documented response to children absent from school issued (*KCSiE 2024, para 11*)Part one of KCSiE 2024 issued in conjunction with copies of the above policies (*KCSiE 2024, para 11*)Details of DSL and deputies provided (*KCSiE 2024, para 99*)Safeguarding and child protection training, to include online safety (*KCSiE 2024, para 12*)Local process for Early Help, LA process for referrals provided (*KCSiE 2024, para 13 & 14*)*****Please ensure the school's SCR is updated with the appropriate details*****

Audit undertaken by:

Date:

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