



The National Association of
School-Based Teacher Trainers

Safer Recruitment Audit

When completing this audit, organisations **must** make reference to:

[Keeping Children Safe in Education](#)

[Initial Teacher training: criteria and supporting advice](#) – particularly C1.3 Suitability and C1.4 ITT Recruitment practices

Organisations might also find it useful to refer to the *Management Handbook for Schools-Led Initial Teacher Training (ITT)* and the *Administration Handbook for Schools-Led Initial Teacher Training (ITT)* for further information. These publications are available via the [Member Hub](#).

This audit covers **recruitment**. You will also need to consider safeguarding elements for trainees on programme.

Organisation	
Reviewer	
Date completed	
Review date	

E&OE (Errors & Omissions Excepted)

Key question	Comments	Actions required	Owner	Deadline
Recruitment process				
What is our recruitment process?				
When was our recruitment process last reviewed?				
Has sufficient time been dedicated to planning and reviewing a process which promotes safer recruitment?				
Safer recruitment				
Do we have at least one person on every interview panel who is safer recruitment trained?				
Do we have a register of people who are safer recruitment trained?				
Safeguarding				
Does our organisation have a culture of ongoing vigilance?				
Have all staff received safeguarding training which is updated regularly?				
Are all staff provided with a copy of Keeping Children Safe in Education ? How do we know that they have read it?				
Do we include specific safeguarding questions in our interview?				

Key question	Comments	Actions required	Owner	Deadline
What do we do if we have concerns about the behaviour of an applicant?				
Do we give applicants the opportunity to self-disclose any previous convictions?				
Safeguarding messages				
Do we include clear messages about safeguarding on our website and in our information pack/prospectus?				
Where else do we display/include the safeguarding statement?				
Is a safeguarding statement clearly marked on all correspondence with applicants throughout the whole recruitment process?				
Role description and person specification				
NASBTT has shared an exemplar role description and person specification as part of its Occupational Health guidance				
Do we have a clear role description and person specification available on our website and which are shared with prospective applicants?				
Where else do we make these documents available?				

Key question	Comments	Actions required	Owner	Deadline
Does our role description and person specification directly link to our interview questions to ensure consistency and fairness for every applicant?				
Shortlisting: work history				
Do we insist on a complete work history?				
Do we scrutinise the work history carefully and follow up on any gaps?				
Interviews				
Do we include a variety of assessment tools on the interview day? (face-to-face, role play, presentation, teaching and other activities with children, etc.)				
If using a combination of online and face-to-face interviews, how do we ensure consistency between each process? Are we able to demonstrate thoroughness and rigour for both methods of interview?				
Does our interview process include values-based questions and activities which probe for motives, attitudes and behaviours?				

Key question	Comments	Actions required	Owner	Deadline
Do we ensure we are avoiding hypothetical questions and instead insisting on giving examples from experience?				
Interview panel				
Do members of the interview panel have the opportunity to scrutinise shortlisted applicants ahead of the interview day?				
How do those on the interview panel feedback any areas of concern within an application ahead of the interview process to ensure that these issues are raised with the applicant?				
Offers				
Do we remind applicants that offers are subject to all conditions being met?				
References				
Once an offer has been accepted, what is our process for checking references?				
Do we check all references for confirmation of the applicant's suitability to work with children? Do we follow up any that do not?				

Key question	Comments	Actions required	Owner	Deadline
Are references given due weight and consideration at the point of being made available to you?				
Do we follow up on references that don't 'feel right'?				
What is our policy on personal email addresses used by referees?				
How do we confirm these are professional references?				
Applicant checks				
For fee-paying trainees: Do we conduct all necessary checks and record these in a Single Central Record (SCR) or our organisation's equivalent document? • Proof of identity • Online check* • Enhanced DBS criminal records checks and children's barred list information • Children's barred list information** • Prohibition order • Childcare disqualification • Overseas checks (where applicable) • Eligibility to work in the UK				

Key question	Comments	Actions required	Owner	Deadline
• Fitness to teach (occupational health) • Qualifications • References				
For salaried trainees: How do we assure ourselves that all the necessary checks have been completed by the employing school?				
Overseas checks				
Do we obtain a full criminal history for applicants who have lived and worked overseas?				
What is our policy on obtaining overseas checks?				

* There is no statutory requirement for this to be listed within a SCR.

** For applicants whose enhanced DBS check has not yet been received.