

Safer Recruitment Checklist (UK Care Providers)

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Stage 1 — Preparation & planning

- ☐ Job description names safeguarding responsibilities and regulated-activity status
- ☐ Person specification includes safeguarding-relevant attributes (integrity, boundaries)
- ☐ Advert states role is subject to Enhanced DBS & safeguarding checks
- ☐ Structured application form used (not CV alone) — captures full 5-year history
- ☐ Applicant declares any spent/unspent convictions (subject to ROA 1974 exemptions)
- ☐ Applicant lists referees covering last 3 employers or 5 years, whichever is longer

Stage 2 — Vetting & verification

- ☐ Identity verified against original documents (passport, driving licence, birth certificate)
- ☐ Right to Work check completed — share code or manual document check
- ☐ Enhanced DBS obtained BEFORE start date (or documented risk assessment for supervised work)
- ☐ Adult and/or Children's Barred List checked where role is regulated activity
- ☐ Overseas police check / certificate of good conduct for any country lived in 6+ months
- ☐ Professional body registration verified (NMC, Social Work England, GPhC etc.)
- ☐ Minimum 2 references received in writing — 1 from most recent employer
- ☐ Reference contact details verified independently (not via applicant)
- ☐ Any employment gap of 14+ days explained in writing with evidence where possible
- ☐ Interview panel of 2+ people, at least one safer-recruitment trained
- ☐ Interview includes scenario-based safeguarding questions & explores any red flags

Stage 3 — Offer, induction & ongoing

- ☐ Written offer conditional on satisfactory checks
- ☐ Contract issued with safeguarding, whistleblowing & code-of-conduct clauses
- ☐ Induction covers safeguarding policy, LADO/local authority reporting, PREVENT, whistleblowing
- ☐ Mandatory training booked (safeguarding L2, MCA, DoLS, moving & handling, etc.)
- ☐ Probationary review at 3 and 6 months documenting conduct & boundaries
- ☐ DBS renewal / update service enrolment tracked (recommended every 3 years)
- ☐ Supervisions scheduled — every 4 weeks in probation, 6 weekly thereafter

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- ☐ Annual appraisal booked & safeguarding refresher on the training matrix

Audit trail — evidence to retain

- ☐ Signed application form, interview notes & scoring
- ☐ Copies of ID, RTW documents & DBS certificate reference number
- ☐ Written references & verification records
- ☐ Employment-gap explanations with supporting evidence
- ☐ Overseas check certificates (with certified translations if not in English)
- ☐ Risk assessments where checks returned adverse information
- ☐ Induction & training completion records
- ☐ Single Central Record (children's homes) or equivalent staff file index

Free download from VeriStaff — the compliance platform for UK care providers.
veri-staff.com/resources/safer-recruitment-checklist-uk