



Safer Recruitment Final Sign-Off Checklist.

Application Pack Checklist

Please find below a checklist of items that need to be included in the application pack that is being sent to the recruitment team. Please note that if all of the information listed below is not included, the recruitment team will not process the application pack, which will delay your candidate's recruitment journey.

CQC Expectation: Your recruitment policy must show how you'll meet the requirements of Regulation 19: Fit and Proper Persons Employed. Inspectors want to see full, traceable employment histories with explanations for gaps. Missing information or unclear timelines raise immediate questions.

Ofsted Expectation: The Single Central Record (SCR) is one of the first documents inspectors request. Even small inconsistencies can raise concerns about oversight.

Application Form

Section	Confirm	2026-2027 Update
DBS	All options circled — if declared something, a statement should be completed	Enhanced DBS with barred list check must be undertaken prior to recruitment of all care workers. Volunteer DBS requirements have changed, any volunteer engaging in regulated activity (teaching, training, instructing or supervising children on more than 3 days in a month, or overnight) now requires an enhanced DBS with barred list check.
Education	Full dates, including month, for school dates	Full, traceable employment and education histories required.
Present/last employer	Full details entered, dates correct	Verified references — particularly from the most recent employer. Expect to see when references were requested, received and reviewed.
Employment history	Dates include month and year	Complete chronologies required. Inspectors will check that gaps are explored.
Employment gaps	All gaps have been accounted for in employment history (over 1 month)	Any gap of one month or more must be discussed and satisfactorily accounted for.
Work references	2 references provided, full contact details (including e-mail address). Reference must be previous employer. If the candidate has previously worked in care, a reference must be obtained from that Company too.	Providers must now obtain at least one written reference for any member of staff, including students and volunteers, before recruitment — removing any ambiguity about verbal references. References should be obtained before interview.
Immigration and visas	Relevant option circled	Right to work checks must be clearly evidenced, stored securely, and linked to decision-making.
Signatures	The applicant has signed in all relevant places	Required for audit trail purposes.



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ID — Must state 'ORIGINAL SEEN BY (NAME) (DATE)'

ID	Confirm	2026-2027 Update
Passport	In date, a copy of the cover taken	Identity checks must be recorded with date and name of verifier.
Driving license	Copy of front and back taken	If the candidate is a driver, a DVLA check should be performed online (see below).
Birth certificate	Long version with mother's and/or father's name on it	Required for identity verification.
Proof of address	Bank statement, utility bill, benefit statement within the last 3 months	Must be current and clearly evidenced.
Proof of address	P45, P60, starter checklist, council tax statement, and mortgage statement within the last 12 months	Alternative proof of address documentation.
All	Stamped and signed to say original seen	Every ID document must be stamped and signed: "ORIGINAL SEEN BY (NAME) (DATE)".

Interview Documents

Part	Confirm	2026-2027 Update
Interview Questions	All sections are signed and dated at the end.	Structured interview records must be maintained. Strong recruitment readiness should include structured interview records and deployment sign-off controls.

Application Form (Continued)

Part	Confirm	2026-2027 Update
Qualifications	If the candidate has a qualification or any training relevant to Health and Social care, you must copy the certificate and send it as part of the pack. E.g. Level 2 diploma, first aid, etc.	Qualifications must be validated (where applicable).
DVLA check	If the candidate is a driver, you should perform a DVLA check online	Required for any role involving driving.

Safer Recruitment Training Requirement

Requirement	Confirm	2026-2027 Update
Safer Recruitment Training	At least one panel member has completed safer recruitment training	Ofsted expects at least one panel member to have completed safer recruitment training. Schools and colleges should also consider carrying out an online search as part of their due diligence on shortlisted candidates (KCSIE 2026 paragraph 299).

Online Pre-Recruitment Checks (KCSIE 2026)

Requirement	Confirm	2026-2027 Update
Online Search	Consider carrying out an online search (via an online search engine) as part of due diligence on shortlisted candidates	KCSIE 2026 paragraph 299 states schools and colleges should consider carrying out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online.



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Single Central Record (SCR) Compliance

Ofsted Expectation: The Single Central Record is one of the first documents inspectors request. Inspectors must look at the SCR as soon as possible at the start of the inspection.

The SCR must contain the following checks for each person:

Check	Confirm	Date Completed	Verified By
Identity check	☐		
Enhanced DBS check	☐		
Children's barred list check (where required)	☐		
Prohibition from teaching check	☐		
Section 128 check (where required)	☐		
Right to work in the UK	☐		
Qualifications (where required)	☐		
Further checks on people who have lived or worked outside the UK	☐		

Common SCR Failures to Avoid:

- Missing barred list entries
- Inconsistent formatting across sites
- Checks completed but not recorded
- Third party suppliers not listed correctly

Summary of Key 2026-2027 Changes

Change	Requirement
Written References	Providers must now obtain at least one written reference for any member of staff, including students and volunteers, before recruitment.
Volunteer DBS Requirements	Any volunteer engaging in regulated activity (teaching, training, instructing or supervising children on more than 3 days in a month, or overnight) now requires an enhanced DBS with barred list check. The previous "supervision exemption" has been removed.
Online Pre-Recruitment Checks	Schools and colleges should consider carrying out an online search on shortlisted candidates (KCSIE 2026 paragraph 299).
Full Employment Histories	Inspectors want to see complete chronologies with explanations for gaps.
Audit Trail	Inspectors want to understand how decisions were made, not just that documents exist.
Consistency	If different managers follow different processes, it becomes visible very quickly.
SCR First	Ofsted inspectors must look at the Single Central Record as soon as possible at the start of the inspection.

Checked and reviewed by:

Registered Manager:

Signature: _____

Date: _____

Document Version: Vr 08

Review Period: 2026 – 2027

Effective Date: 1 September 2026

This checklist should be read in conjunction with Richmond House's Recruitment and Selection Policy and KCSIE 2026 guidance.

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Registered Manager:

Signature:

Date: