

New Appointee Check List

Name
 Position Title

Activity	Date	Signature of person carrying out the activity
Application form signed		
Interview held		
Decision to progress		
Reference check 1 completed.		
Reference check 2 completed.		
Identity verified <i>as per flow chart</i>		
Police check completed <i>as per flow chart</i>		
Professional registrations verified <i>as per flow chart</i>		
Risk assessment completed		
Decision made to offer employment		

To meet the requirements of the Vulnerable Children's Act (2014) you must maintain accurate records about the safety checking process, including when each aspect of the check was completed

You may be advised by the Police to destroy Police-supplied vetting information after a period of time, if you destroy the vetting information, you will still need to keep a record of who has been Police vetted and when