## Appendix 8: Safe Recruitment Process Flowchart

### 1. Applications

* A CV will be required
* A standard application form will be used
* A clear job description will be provided

### 2. Shortlisting

* Information will be gathered from the applicant to determine suitability

### 3. Interview

* A face-to-face interview will be conducted
* Interviews will include a pre-planned question programme
* A second interview should be conducted with a panel of people, at least one of whom has knowledge in child protection

### 4. Conditional Offer

* Vetting and screening checks will be undertaken
* Referees will be contacted
* Qualifications, if appropriate, will be veritied

### 5. Confirmation of Appointment

* A full assessment of the information available is conducted and a decision to employ is made
* Rescreening will take place every three years.