

# Safer recruitment checklist

## At attraction stage



We have included a statement in job adverts for roles that require the person to work in regulated activity that it's a criminal offence for people who are barred from working with vulnerable adults, children or both to apply for roles that require them to work unsupervised with that group.

## At application stage



We have shared information with applicants on the level of criminal record checks required for the role and at what point in the recruitment process disclosure is required.

## At shortlisting stage



We have asked applicants to complete a criminal record self-declaration appropriate to the role (whether covered by the Rehabilitation of Offenders Act 1974 (ROA) or exempt).

After conditional job offer

