|  |  |
| --- | --- |
| **Document No: PP67a** | **H:\LOGO\Logo Black and White.jpg** |
| **Issue No: 4** |
| **Issue Date: 2017-16-02** |
| **Renewal Date: 2020-16-02** |
| **Originator: Human Resources** |
| **Responsibility: Director of Human Resources** |

**Leicester College**

**Safeguarding in Recruitment Policy**

1. **Introduction**

Leicester College is committed to safeguarding children and adults. To reduce risk and help ensure the College only employs those who are suitable to work with these groups, the following measures have been introduced and apply to all employees, governors, and volunteers to Leicester College.

1. **Pre – employment checks**

Prior to a new employee starting work with the College the following checks are carried out by the Human Resources Department:-

2.1. DBS Disclosure

All new employees are required to apply for an enhanced Disclosure and Barring Service (DBS) check.

All posts within the College are defined as containing regulated activity. The College is entitled to check with the DBS if an applicant is barred from working with children and/or adults.

Regulated activity includes:-

* + 1. Teaching, training, instructing, caring for (see 2.1.3 below) or supervising children if the person is unsupervised or providing advice or guidance on well-being, or driving a vehicle only for children.
    2. Work for a limited range of establishments (known as ‘specified places’, which include colleges), with the opportunity for contact with children, but not including work done by supervised volunteers.

Work under 2.1.1. or 2.1.2 is regulated activity only if done regularly. Some activities are always regulated activities, regardless of their frequency or whether they are supervised or not. This includes:-

* + 1. Relevant personal care, or health care provided by or provided under the supervision of a health care professional:-
* Personal care includes helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing.
* Health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.
  1. Barring Lists check

A Barring Lists check will be undertaken for all staff before they commence their employment with the College. This check forms part of the online DBS clearance. However, in exceptional circumstances, where a new employee starts employment before their DBS clearance, a separate barring list check will be carried out.

The Barring Lists contain the names, dates of birth, National Insurance numbers and in the case of teachers, the teacher reference number, of people whose employment has been barred or restricted by the Secretary of State in terms of working with children or adults. It is an offence for the College to knowingly appoint someone to a post from which they have been barred.

* 1. Proof of Identity

The College will ask to see proof of identity such as a birth certificate, driving licence, or passport combined with evidence of an address. Proof of identity documents should include some form of photographic identity (except where for exceptional reasons none is available).

Agency staff are also required to bring proof of identity on their first day of employment at the College to be checked by the Human Resources Department.

* 1. Right to work checks

All new employees must have evidence that they have permission to work in the UK and to do the type of work that has been offered to them. Details of the type of documentation required by the College is provided by the Home Office and sent to the employee with their appointment letter.

* 1. References

Details of at least two referees are required one of which must be from the current or most recent employer and wherever possible, at least one of the referees should be able to comment on the applicant’s suitability to work with children and adults. (All referees should be asked about the candidate’s suitability for the role in question and whether the referee knows any reason why the applicant should not work with children and adults). A minimum of one satisfactory reference from the current or most recent employer must be obtained prior to the individual commencing employment with the College.

* 1. Medical Clearance

All successful applicants complete a short medical questionnaire to verify their mental and physical fitness to carry out their work responsibilities. Applicants are asked to indicate their sickness absence from work over the last 2 years and whether they have any underlying medical conditions which may affect them at work. Depending upon the responses, a more detailed questionnaire may be sent to the individual for consideration by the College Occupational Health Adviser. Medical clearance must be obtained prior to the individual concerned commencing employment with the College.

* 1. Qualifications

For all posts where professional or teaching qualifications are an essential requirement the original qualifications must be shown before commencement of employment. Photocopies of these qualifications will be retained on the employee’s personal file.

1. **Supervision arrangements pending an Enhanced DBS Disclosure**

In exceptional circumstances, where a new employee starts employment before their DBS clearance, a supervision form must be completed (Appendix A). It is the Line Manager’s responsibility to ensure that the individual is appropriately supervised and that all other checks including a separate barred list check, references and medical clearance have been completed.

1. **New employees who have lived outside the United Kingdom**

Whilst a DBS check is a check of a criminal record in the UK, this cannot currently assess criminal records held overseas. If a new employee has lived outside the UK any time during the last 5 years they will need to obtain a criminal record check from the country they have lived in. This is commonly referred to as a Certificate of Good Conduct.

The application process for a Certificate of Good Conduct varies from country to country. The new employee will have to apply for a Certificate of Good Conduct in the country or the relevant embassy in the UK, and provide the College with this.

Guidance for applying for a Certificate of Good Conduct can be found:-

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

1. **Childcare Disqualification Act**

Applicants who apply to work in either of the College nurseries will be required to complete a declaration that neither they, nor anyone who lives in the same household, is a disqualified person under the Childcare (Disqualification) Regulations 2009.

New employees who will be providing early years provision in College Nurseries (including later years provision up to the age of 8), will be required

to complete a staff suitability declaration which will be held centrally by the nursery. This declaration will be updated each year to ensure that the information provided is current and that there are no changes to the documentation.

1. **Part time Lecturers and Casual Staff**

It is the line manager’s responsibility to notify the HR Department of the intended appointment of all part time lecturers or casual staff. This is to enable the HR Department to initiate the necessary checks as detailed in section 2 of this Policy before they commence employment.

If a DBS disclosure has not yet been received a risk assessment must be completed and appropriate supervision arrangements put into place as detailed in section 3 above.

1. **Agency Staff**

Before taking on a member of staff from an agency, the College will obtain written notification from the agency confirming that a satisfactory DBS disclosure has been completed, the date this was completed, the reference number, and whether it contained any disclosed information.

The DBS disclosure needs to have been carried out within the last 3 years.

Where a DBS Disclosure indicates cause for concern the agency member of staff will immediately be withdrawn from the College pending further enquiries.

1. **Volunteers**

All volunteers are required to apply for a Disclosure and Barring Scheme (DBS) Enhanced Disclosure.

Under no circumstances will a volunteer for whom an Enhanced DBS Disclosure has not been obtained be left unsupervised with children or adults.

Full details relating to the recruitment and vetting of volunteers at Leicester College can be found in the Volunteers Procedure (see appendix B).

1. **DBS checks for visitors**

A DBS Disclosure is not required for visitors who have contact with children or adults. However, the College will seek to ensure that visitors sign in and out, and are escorted at all times whilst on the premises by a member of staff.

1. **Contractors**

The Director of Estates is responsible for ensuring that all suitable checks and any supervision arrangements are in place. A policy detailing this guidance is attached (see Appendix 3).

1. **Self-Employed**

Line Managers must ensure that any person supplying services in a self-employed capacity have a current and valid DBS enhanced disclosure in place.

**12. Fraudulent Applications**

Fraud or deception in connection with an application for employment may amount to a criminal offence (Obtaining Pecuniary Advantage by Deception). In such cases the College in addition to any planned disciplinary action will consider reporting the matter to the police. The case will also be reported to the Secretary of State.

**13. Single Central Record**

The Single Central Record (SCR) covers all staff, governors and volunteers. The information recorded indicates that the following checks have been completed, the date on which each check was completed, and who carried out the check:-

* Identity checks;
* Qualification checks for any qualifications legally required for the job
* Right to work in the United Kingdom;
* Barring Lists check;
* Further overseas records checks where appropriate
* Disclosure reference number