

Manager Quick Guide

Pre-Employment Checks

It is vital that schools and colleges create a culture of safe recruitment and, as part of that, adopt recruitment procedures that help deter, reject or identify people who might abuse children.

Pre-employment checks are an important part of the recruitment process and must be performed before a successful candidate is confirmed in their new role. They are used to check information, provide evidence, comply with the law and OFSTED requirements, as well as safeguard the school/council, its employees and customers. The Department for Education (DfE) has produced statutory guidance called Keeping Children Safe in Education 2014 (which can be found under the header 'Safeguarding Children' on the WES Website). This quick guide is based on the advice set out in the DfE guidance.

Whenever a job is offered it must be done so conditionally and be subject to the satisfactory completion of pre-employment checks

This gives the school the right to remove the offer should any of the checks not be successfully completed. Evidence of all checks should be kept on the employee's personal file in school and also included on the Single Central Record.

Identity Of all the pre-employment screening checks, identity verification is the most fundamental. It should be the first check that is performed and you should not undertake any other parts of the screening process until you are satisfied that an individual's identity is satisfactorily proven. Further guidance in relation to conducting identity checks can be found here

<http://www.cpni.gov.uk/documents/publications/2015/pre-employment%20screening%20edition%205%20-%20final.pdf?epslanguage=en-gb>

Two satisfactory references

It is good practice to obtain a reference from the current or most recent employer and for previous roles which have involved working with children. All references should be placed on the employee's personal file. For most roles in schools, e.g. those where the individual is working with children, the references should be requested before and considered at the interview. To comply with section 60 of the Equality Act 2010 you must not ask the candidate's current or most recent employer (s) to confirm sickness absence history until after a conditional offer is made. A template Reference Request Form is available on the WES website under 'Recruitment – Forms and Templates'.

Confirmation of eligibility to work in the UK

Employers have a legal obligation to check documentary evidence to confirm that all potential employees are eligible to work in the UK. Normally through the use of a passport or other valid document (specific guidance can be found here <https://www.gov.uk/legal-right-work-uk> All documents required to confirm eligibility to work in the UK should be copied, the copy signed by the person who confirms the validity and put on the employee's personal file. Knowingly employing illegal workers carries a civil penalty of up to £20,000 per illegal worker.

Satisfactory Medical Clearance

Obtained through the use of a Work Health Assessment. A template Work Health Assessment Form can be found on the WES website under 'Recruitment – Forms and Templates'. There is a statutory obligation to ensure that teachers are fit for their role. It is good practice to ensure that all staff have satisfactory medical clearance. Schools must make it clear on the Work Health Assessment Form where the completed assessment should be sent back to.

Evidence of relevant qualifications, registrations and memberships

Which are either verified electronically or copied and signed by the person receiving them to confirm their validity before being put onto the employee's personal file.

Satisfactory Disclosure and Barring check

For most appointments, an enhanced DBS certificate, which includes barred list information, will be required as the majority of school based staff will be engaging in regulated activity. DBS checks can be processed via Warwickshire County Council please visit www.warwickshire.gov.uk/dbs

Prohibition Order Checks (Teaching only)

Prohibition orders prevent a person from carrying out teaching work. A check of any prohibition should be carried out using the DfE Employer Access Online Service <https://www.gov.uk/guidance/teacher-status-checks-information-for-employers>

Childcare Disqualification Checks

The Regulations prohibit anyone who is disqualified themselves under the Regulations, or who lives in the same household as a disqualified person, from work in early years provision (including teachers and support staff working in school nursery and reception classes) or working in later years provision for children who have not attained the age of 8 including before school settings, such as breakfast clubs, and after school provision or work directly concerned in the management of such early or later years provision in nursery, primary and secondary schools. <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006> A template Job Application Form with the required declaration in relation to childcare disqualification is available on the WES website under 'Recruitment – Forms and Templates'.

Other Conditions

In relation to the offer of employment may be used where this is seen as appropriate e.g. valid driving licence for roles where this is an essential criteria.

Please note: employees moving internally within a school may also require pre-employment checks. Normally a reference from the current manager is sufficient, but depending on the nature of the new role, there may also be a need to undertake further checks e.g. DBS or medical checks.

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