

Checks for new staff and volunteers from overseas

In the case of staff and volunteers who have lived abroad, if in the opinion of the employer the CRB disclosure is unlikely to provide sufficient information, based on how long the individual has been in the UK then other checks, including obtaining certificates of good conduct from relevant embassies or police forces as appropriate, must be completed prior to the individual starting work or volunteering. The level of information contained in these certificates varies from country to country; some are complete extracts from the criminal record others are partial.

Further information can be obtained by telephoning the CRB enquiry line on **08700 100450**

Criminal convictions

Criminal convictions must be judged in the light of the results of all the relevant pre-appointment checks not just the CRB disclosure. Employers, in conjunction with the registered body or person authorised to receive Disclosure information, must make a judgement about suitability, considering only those offences, which may be relevant to the particular job. Factors to consider include:

- the nature of the offence(s)
- the nature of the appointment
- the age of the offence(s)
- the frequency of the offence(s)

For advice contact your registered body/Human Resources Advisor.

Agency or supply staff

The same standards apply to agency or supply staff. Supply agencies should undertake CRB checks for their staff, but it is your responsibility to check and record that this has been done.

Induction of staff and volunteers

All newly appointed staff and volunteers should be made aware of the organisation's safeguarding children policies and the identity of staff with designated safeguarding responsibilities. They should also attend safeguarding children training appropriate to their role, be provided with information about safe practice and the expected standard of conduct. A copy of the organisations complaint and whistle blowing policy should also be provided, in addition to any general induction.

For more information contact:

County Council's CRB Manager
Head of Human Resources

Paul McGann

DSCB procedures can be accessed at
www.derbyshirescb.org.uk

a Guide to Safer Recruitment in Derbyshire

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Introduction

This leaflet is designed for those with responsibility to recruit staff and volunteers who will work with children, young people and families.

Safer Recruitment

Experience shows the importance of organisations that provide services to children, young people and families operating recruitment and selection procedures that help to deter, reject, or identify people who pose a risk to children. It means thinking about issues to do with child protection and safeguarding and promoting the welfare of children at every stage of the recruitment process.

Key features of safer recruitment

The main elements of safer recruitment include:

- Ensuring the role description, and person specification makes reference to the responsibility for safeguarding children, young people and families
- Obtaining information on employment history and actively resolving discrepancies
- Obtaining independent professional and character references
- Having a face to face interview to explore individuals suitability to work with children, young people and families separate to a recruitment interview
- Verifying the individuals identity through documentation that includes photographic identification
- Verifying the individuals original qualifications
- Verifying the individuals health and physical capacity for the role
- Undertaking mandatory checks

Checks to be undertaken

It is essential that those who are known to present a risk to children do not gain access to them through work or voluntary activity. To help identify those who may be at risk, a number of checks are required for those who have unsupervised or regular contact with children. For staff and volunteers working in a school an enhanced check is mandatory for all those appointed since May 2006.

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There are two levels of checks which can be undertaken through the Criminal Records Bureau:

- **Standard Disclosures** show all convictions together with cautions, reprimands or final warnings, it also includes checks against the Department of Health and Department for Education and Skills lists of people who are unsuitable to work with children.
- **Enhanced Disclosure** contains all the information provided by a Standard Disclosure, but also includes information on local police records which the police consider relevant to the post.

Derbyshire Safeguarding Children Board recommend that an enhanced check is obtained for all staff and volunteers who work with children...

If individuals have a break in their employment contract or voluntary service for longer than 3 months a re-check must be undertaken.

CRB disclosure for new staff

Ideally a CRB disclosure should be obtained before an individual starts work. Where this is not possible, the employer must undertake a risk assessment. In all cases, the disclosure must have been applied for and all other recruitment checks completed. The employer **MUST** ensure the individual will have no unsupervised contact with children.

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Recording of checks for new staff and volunteers

As an organisation you must make sure that for all staff and volunteers appointed since April 2002 (who have contact with children, young people and families), the following checks have been undertaken and that a record of this is on their personnel file, which is accessible to their manager.

- Evidence of the CRB disclosure including unique number and date CRB outcome received
- Two References – (one from existing or last employer)
- Health Clearance
- Application Form
- Evidence that academic and vocational qualifications have been checked and verified
- For staff and volunteers appointed after 2006 a check against documentation providing photographic identification is also required

New regulations from May 2006 require all those employed on a designated site i.e. a school to be subject to an enhanced CRB disclosure.