

# Safer Recruitment & Selection Policy and Procedure



**Education is for improving lives and for leaving your community and world better than you found it.**

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## 1. Introduction

- 1.1 Community Academies Trust recognises that its employees are an important resource and fundamental to supporting its vision that ‘Education is for improving lives and for leaving your community and world better than you found it.’ Therefore, recruitment and selection are activities of major importance and a strategic and professional approach is essential to be able to attract and retain staff of the highest calibre. These are also activities that cannot be taken in isolation, and must be seen as the beginning of the employment relationship.
- 1.2 The Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including where required enhanced Disclosure and Barring Service (DBS) checks.
- 1.3 This policy and procedure takes into account relevant legislation and guidance including Keeping Children Safe in Education: Statutory guidance for schools and colleges (as updated the Education (Independent School Standards) Regulations 2014, Working together to safeguard children: A guide to inter-agency working to safeguard and promote the welfare of children, Equality Act 2010 and the Data Protection Act (DPA) 1998.
- 1.4 This policy should be read and used in conjunction with the Recruitment Process Guidance for Recruiters and Line Managers, Recruitment Toolkit and Safer Recruitment & Selection guidance.

## 2. Purpose & Aims

- 2.1 The purpose of this policy is to ensure that the best possible individuals are attracted, recruited and retained.
- 2.2 To safeguard children and young people within our Trust by ensuring that our safer recruitment and selection practices deter, identify and reject people who are unsuitable to work with children and young people.
- 2.3 To support managers and guide them through the recruitment and selection of staff.
- 2.4 To promote the Trust as an ‘employer of choice’ so as to recruit the best possible candidates who are aligned with the Trust’s vision and values.

## 3. Scope

- 3.1 This policy covers all aspects of the recruitment and selection process for all trust staff.
- 3.2 For the recruitment of apprentices, the general principles of recruitment should be followed however, please refer to the Recruitment of Apprentices Guide for specific criteria which applies to apprenticeships.
- 3.3 All individuals including employees and external parties involved at any stage of the recruitment and selection process should adhere to the contents of this policy.
- 3.4 The policy also covers details of the pre-employment checks, information and procedures required for Volunteers, Contractors, Agency & Third-party staff, Trainee/Student teachers, Directors and Local Governing Body (LGB) members, as referred to in Keeping Children Safe in Education: Statutory guidance for schools and colleges (as updated).

## 4. General Principles

- 4.1 As a Trust it is vital that we create a culture of safe recruitment and adopt recruitment and selection procedures that help deter, reject or identify people who might abuse children. All the Trust's policy and procedures are therefore underpinned by the Keeping Children Safe in Education: Statutory guidance for schools and colleges (September 2016) to ensure safer recruitment is paramount at every stage of the recruitment and selection processes.
- 4.2 The Trust will facilitate appropriate training and support to those key staff with the responsibilities under this policy involved in recruitment and selection activities. As a minimum requirement, at least one member of all selection panels must have undertaken Safer Recruitment in Education Training.
- 4.3 It is important that all staff maintain an ongoing culture of vigilance. While following safer recruitment practices is a key part of this, it also extends beyond and must be reinforced through induction practices and a wider 'safeguarding culture' within each school.
- 4.4 If a member of staff involved in the recruitment process has a close, personal or familial relationship with an applicant they must declare this as soon as known. This person must not participate in the recruitment and selection process unless in exceptional circumstances and with the written authorisation of the Head of Human Resources. If the Head of Human Resources is the person in question then they must obtain written authorisation from the Trust's CEO.
- 4.5 The Trust operates an open, fair and consistent recruitment and selection process where all applicants are given equal opportunity to be successful and recruitment is conducted in a professional and timely manner.
- 4.6 As a Trust we seek to recruit the right candidates for each role. Selection processes should ensure the identification of candidates through selection tasks that assess the criteria set out in the Job Description and Person Specification (JDPS). All appointments must be made on merit.
- 4.7 We will ensure that the recruitment is compliant with current employment legislation.
- 4.8 Recruitment is a two-way process. The Trust will ensure that the candidate experience is prioritised, that the most favourable image of the Trust is promoted, and all candidates are treated with respect irrespective of the outcome.
- 4.9 All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act 1998 (DPA). Applicants will have the right to access any documentation held on them in accordance with the DPA.

## 5. Responsibility & Accountability

- 5.1 The Trust's Human Resources Department is responsible for the development and update of policies relating to recruitment and selection that are compliant, fair and safe.
- 5.2 The Headteacher or appropriate Line Manager is responsible for the implementation of these policies and procedures and the appointment of staff within their school or department, in line with Human Resources Scheme of delegation.

- 5.3 'Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children'<sup>1</sup>.

## 6. Equal Opportunities and Diversity Policy Statement

- 6.1 The Trust is fully committed to the broad principles of social justice and is opposed to any form of discrimination or oppression.
- 6.2 It therefore willingly accepts not only its legal responsibilities but also wishes to embrace best practice in all areas of its work in order to secure equality of both treatment and outcome for all.
- 6.3 We are therefore committed to ensuring that no-one is treated in any way less favourably on the grounds of personal differences such as race; national, ethnic or social origin; gender (including reassigned gender); sexual orientation; religious belief; age; disability; marital status; caring responsibilities or political or other personal beliefs.
- 6.4 We will implement all necessary action and training to ensure that the commitment of the Trust with regards to equality of treatment and outcome are fulfilled and will regularly monitor and review progress made in this respect.
- 6.5 We will ensure that employment and development opportunities are available to those who are, or who become, disabled on an equal footing with those without a disability, adapting jobs wherever possible to make them accessible.
- 6.6 This policy should be read in conjunction with CAT's Equality and Diversity Policy, Pay Policy and, where appropriate, its policy on Recruitment of Ex-Offenders.
- 6.7 The Trust is committed to equality and diversity and will make reasonable adjustment to the application of this policy and procedure in line with its equal opportunities commitment.

This procedure should therefore be applied in accordance with this policy.

## 7. Recruitment Planning

- 7.1 When a vacancy occurs due to a member of staff leaving, the Headteacher/Line Manager should review the vacancy and decide whether it requires filling in its existing form, or indeed at all, based on business need and budgets etc.
- 7.2 All positions require a Job Description and Person Specification (JDPS). For existing positions, the JDPS must be reviewed and amended, if appropriate, prior to recruitment to ensure it is still fit for purpose. Inaccurate or incomplete JDPS can have a significant impact on the quantity and quality of candidates attracted and can also lead to misconceptions for new employees.
- 7.3 For new positions, a new JDPS must be drafted in line with the JDPS Template and Manager's Guidance for Writing Job Descriptions. All must contain standard safeguarding wording, as contained in the template. HR Scheme of delegation
- 7.4 All Support Staff positions with a new or amended JDPS must be evaluated for salary purposes by the HR Department before recruitment can take place.

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<sup>1</sup> Keeping Children Safe in Education 2016, S2, P.16

- 7.5 Salaries for all posts should be in line with the CAT Pay Policy and ratified under the HR scheme off delegations.
- 7.6 If a position is 'unbudgeted', and will result in the use of school reserves, permission will need to be sought from the main Trust board as per the HR and Finance Scheme of delegation.
- 7.7 Before any live campaign begins, a planning meeting should take place to agree the key details including where and when to advertise, interview dates, selection methods, selection panel members etc. For detailed guidance please refer to the Recruitment Guidance for Headteachers/Line Managers.

## **8. Marketing and Advertising**

- 8.1 The Headteacher/Line Manager must consider whether it is appropriate to only advertise the vacancy internally or whether they require a full external campaign.
- 8.2 At a minimum, all posts should normally be advertised internally for at least 7 days.
- 8.3 In exceptional circumstances a decision may be taken not to advertise positions if there is a good reason not to. These circumstances could include situations where a position may provide suitable alternative employment for existing staff whose post has been identified for redundancy, or where the post is part of a re-structuring exercise where ring-fencing is necessary to minimise job loss. Appropriate advice and authorisation must be obtained, from the Trust's HR Department.
- 8.4 External adverts should be published for a minimum of 14 days. Advertising decisions should be made based on the type of role, likely candidate pool and budget limitations. Guidance is available in the Recruitment Toolkit.
- 8.5 Adverts are the key means for attracting candidates. Care should be taken to ensure the advert entices candidates to apply for the position reflecting the complete role and organisation accurately.
- 8.6 All adverts must contain a short statement on equal opportunities and safer recruitment, as detailed in the Recruitment Advert Template. It is also important to ensure that the advert copy promotes equality of opportunity and does not include any language that could be deemed discriminatory. Guidance is available in the Recruitment Toolkit.

## **9. Recruitment Documentation**

- 9.1 Alongside the advertisement, each vacancy requires an Application Form, Equal Opportunities Monitoring Form and, ideally, a pack of information for each candidate containing the JDPS. Guidance is available in the Recruitment Toolkit.
- 9.2 It is the Trust's policy for recruiters to use the CAT Application Form for the appointment of all staff, which is fully compliant with relevant Safer Recruitment Practices and Equalities Legislation.
- 9.3 A Curriculum Vitae will not be accepted as a method of application. It does not provide a common data set, may allow candidates to omit information and does not comply with safer recruitment guidance.

## 10 Shortlisting and Interview Set-up

- 10.1 Shortlisting must be undertaken separately by at least two people, before coming together to finalise the shortlist. At least one member of the shortlisting panel must be safer recruitment trained.
- 10.2 Shortlisting must be undertaken using agreed criteria based on the JDPS and be documented for audit and scrutiny purposes. A suggested Shortlisting Matrix can be found in the Recruitment and Selection Toolkit.
- 10.3 The shortlisting panel should identify gaps in employment and any discrepancies on the application form. If shortlisted, these must be investigated at interview. Once the shortlist is agreed, the shortlisted candidates should be contacted to invite them to interview, confirming the date and time, format for the day and any preparation required. Candidates should also be asked to bring relevant documentation to confirm their identity, right to work in the UK, qualifications and documents they need to undertake DBS check with them. Full guidance is available in the Recruitment Toolkit.
- 10.4 It is reasonable for applicants to be informed of the outcome of their application by a Regret Email (guidance is available in the Recruitment Toolkit), as soon as possible following the shortlisting process.

## 11. Pre-Interview checks

- 11.1 Two references should be sought for all shortlisted candidates prior to interview. One of these references must be the current/most recent Employer. Permission should be granted by the applicant before references are approached. Guidance is available in the Recruitment Toolkit.
- 11.2 If a candidate for a teaching post is not currently employed as a teacher but has been previously, a reference must additionally be sought from the school, college or local authority at which they were most recently employed, to confirm details of their employment and their reasons for leaving.
- 11.3 References must ideally be received prior to interview. In the event they are not, a conditional offer must not be made until at least one, but ideally both, satisfactory references are received. Any offer made, whether one or both references are received is deemed conditional upon all pre-employment checks including references being undertaken, and can therefore be withdrawn in the event of unsatisfactory checks.
- 11.4 For internal candidates, one reference may be accepted and this would usually be from their current Line Manager. If the Line Manager is on the interview panel an alternative referee should be sought.
- 11.5 Shortlisted candidates should be asked to bring documentation with them to interview so their right to work in the UK, identity and academic or vocational qualifications can be verified (see Appendix 1 - Documents to bring to interview). Photocopies should be taken of relevant documents and the person reviewing them must verify them by adding their signature, name, position and date.
- 11.6 Under no circumstances should managers be making unconditional offers of employment.

## 12. Selection

- 12.1 All selection panels must contain at least two people, a minimum of three for leadership posts. Panel members should be chosen based on the nature of the role and seniority of the position. At least one panel member must have undergone safer recruitment training and should be involved at all stages of the process.
- 12.2 Considerable care needs to be taken over the practical arrangements for the selection day. The process has an impact on how the Trust is perceived by all candidates. Where candidates have indicated that they have a disability which requires a reasonable adjustment to be made, they should be asked in advance how the process can be made more accessible for them and timely plans must be made for adjustment.
- 12.3 The selection panel should draw up selection criteria taking account of the JDPS. They should consider the range of selection activities to be used and should be clear as to how these activities will allow them to apply the criteria. Selection panels should also consider how activities inform candidates of the nature of both the post and the organisation, thinking about areas such as culture and ethos. The candidates should be advised of the nature of the selection activities prior to interview.
- 12.4 The interview should explore issues relating to safeguarding and promoting the welfare of children, including awareness of issues relating to the **Prevent Agenda**. Example questions can be found in the Recruitment and Selection Toolkit. However safeguarding should be paramount throughout the interview and not simply an add-on question at the end of the interview. Interview Panels should avoid 'hypothetical' safeguarding questions.
- 12.5 All candidates should be subject to the same selection tasks. Every interview should be structured and the same questions asked of all candidates. It is however acceptable to ask follow up or probing questions based on a candidate's response and/or details/discrepancies in their application form or references.
- 12.6 Each panel member should complete their own notes on each candidate according to the selection activity on relevant matrixes. Interview notes should be factual, noting candidate responses and performance during the selection process. Notes should not be personal - candidates have the right to request any information written about them. The responses to each question should be scored based on the stated criteria. All evaluation sheets should be batched with the panel member who has undertaken safer recruitment training.
- 12.7 Following the completion of all selection activities, a review session should take place to collate scoring and discuss the performance of each candidate, their strengths and areas of concern and how they meet the requirements set out in the JDPS. Care must be taken to minimise unconscious biases and ensure appointment is based on merit.
- 12.8 The successful candidate should achieve the highest score measured against the person specification requirements, as a minimum, the candidate should fulfil all the essential requirements.

## 13. Offer and Feedback

- 13.1 Candidates must be notified of the outcome of the interview process as soon as possible after the selection day. It is good practice to offer feedback to unsuccessful shortlisted candidates.

- 13.2 No offer should be made until at least one, and ideally both references are received. Any offer made is conditional upon receipt of satisfactory references and pre-employment checks including enhanced DBS check.
- 13.3 It is good practice for the Recruiting Manager to call the successful candidate to make the initial conditional offer, which must then be followed up with relevant administration to confirm employment details and next steps in writing.

## 14. Document storage and Retention

- 14.1 All interview documentation must be returned to the relevant administration department for secure storage. Only those who require access for specific and authorised purposes will be given access.
- 14.2 Applications and interview notes for unsuccessful candidates must be securely destroyed after six months. It is prudent to retain records for this length of time in case of dispute or legal challenge. Copies of identification documentation and qualifications for unsuccessful candidates should be destroyed immediately after an interview process has taken place.
- 14.3 The successful candidate's application form, interview and assessment notes and documentation from selection tasks should be transferred to their Personnel File.

## 15. Pre-Appointment Checks

- 15.1 The Trust fully complies with all regulatory requirements in respect of pre-employment checks and will undertake the following checks before an appointment is made or confirmed:
- Two satisfactory references, one of which must be from the current or most recent employer
  - Confirmation the applicant has the right to work in the UK
  - Verification of the candidate's identity
  - Verification of qualifications and/or professional status necessary/relevant for the post. Original or certified copies must be seen and copied. For teachers, NCTL Teacher Services must be used to check a teacher's record. This service will provide details of QTS and Induction qualifications, as well as any restrictions or sanctions in place
  - Verification that the new employee is not subject to a Prohibition Order (Teachers only, via NCTL Teacher Services). This applies to teachers (including trainees) appointed after September 2013
  - Section 128 direction (Prohibition from Management Checks) must be carried out using the Teacher Services' system, or where the person will be engaging in regulated activity, a DBS barred list check will also identify any section 128 direction. This check is only relevant for those in a management role (which encompasses all teaching posts above classroom teacher, and all ancillary posts where the person is a member of the senior leadership team) appointed from January 2015.
  - Confirmation the new employee has the mental and physical fitness to carry out the work (this is undertaken by means of a confidential self-declaration and accompanying questionnaire)
  - Obtain (via the applicant) an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity). CAT meets statutory requirements in relation to Disclosure & Barring Service - all staff and volunteers who work with the Trust who meet the 'regulated activity test' (Freedoms Act 2012) are required to undergo an

enhanced DBS check prior to employment. The DBS cannot provide barred list information on any person, including volunteers, who are not in or seeking to enter in regulated activity, further information and guidance can be found in the CAT DBS Guidelines.

- If the candidate has lived outside the UK, an overseas criminal record check will be required to obtain a 'Certificate of Good Character'
- Pre-employment European check (EEA) - must be carried out using the Teacher Services' system. This list contains details of people who have been identified as having a current EEA member state restriction/sanction imposed on them. A restriction/sanction does not currently prevent the person from taking up teaching positions in England, but as part of your safer recruitment pre-appointment checks and to determine their suitability for the position
- Disqualification and disqualification by association - This requirement applies only for staff in early years childcare or later years childcare and those directly concerned with the management of such childcare. Relevant new recruits in qualifying settings appointed after February 2015 must complete a Declaration Form. Guidance is available in the Recruitment Toolkit.

15.2 Checks take place at different stages of the recruitment process. Headteachers in our Schools and Line Managers in the Trust Services Team are responsible for ensuring all the aforementioned checks are carried out, discrepancies/ unsatisfactory checks followed up on, and written confirmation retained on personnel files, subject to relevant restrictions, such as criminal record checks.

15.3 An appointment should not be confirmed until all the necessary checks are satisfactorily completed.

15.4 In exceptional circumstances it may be possible to allow an individual to start work in regulated activity before the DBS certificate is available. In these circumstances there must be a critical business need and you should ensure that the individual is appropriately supervised and that all other checks, including a separate barred list check, have been completed. The Headteacher must ensure a risk assessment is completed and consult with the Trust HR Department.

## 16. Single Central Record

16.1 All Trust schools must maintain a Single Central Record (SCR). This record should cover all staff, including supply, working at the school and all others in regular contact with children, including volunteers and LGB members.

16.2 The SCR should record whether the relevant safeguarding checks have been carried out, who undertook/verified the check and the date which they were completed. Please see CAT Single Central Record Guidance and Template. The Headteacher is ultimately responsible for the SCR.

## 17. Other Groups

### 17.1 Agency and third-party staff

17.1.1 Supply agencies are required to carry out the same level of checks as the Trust. A school must seek written confirmation that all checks have been undertaken. This confirmation must be held on file.

- 17.1.2 In addition, the school must also check that the person presenting themselves for work is the same person on whom the checks have been made by checking their photo identification upon arrival.
- 17.1.3 When using agency members of staff, schools must ensure they are complying fully with the Agency Worker Regulations 2010.

## 17.2 Trainee/student teachers

- 17.2.1 Where a trainee is on a salaried scheme, the same checks must be undertaken as per full time members of teaching staff.
- 17.2.2 Where trainee teachers are fee-funded it is the responsibility of the initial teacher training provider to carry out the necessary checks. You should obtain written confirmation from the training provider that these checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

## 17.3 Volunteers

- 17.3.1 Volunteers are seen by students as trustworthy adults, therefore the same standard of recruitment process applies to ensure their suitability to work with young people. However a common sense approach must be taken based on the role, level of contact and frequency of volunteering (e.g. one off school trip support versus a repeated ongoing role).
- 17.3.2 If the volunteer is engaged in regulated activity on a regular basis unsupervised with young people, an Enhanced DBS with barred list check is to be undertaken.
- 17.3.3 An enhanced DBS certificate (not including barred list information) should be obtained, for volunteers who are not engaging in regulated activity, but have the opportunity to come into contact with children on a regular basis, e.g. supervised volunteers. Employers are not legally permitted to request barred list information on volunteers not in regulated activity.
- 17.3.4 If the volunteer is not engaged in regulated activity a risk assessment should be undertaken to decide whether an Enhanced DBS (without barred list) is required.
- 17.3.5 Under no circumstances should a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity. Volunteer information must be recorded on the Single Central Record.

## 17.4 Consultants

- 17.4.1 Consultants must provide proof of their Enhanced DBS check and right to work in the UK. If the Consultant does not have a DBS check that is portable, in essence they have signed up to the DBS Updates service, a new check should be arranged. Further guidance can be found in the CAT DBS Guidelines.
- 17.4.2 If the Consultant is contracting directly with the Trust (rather than through a third party agency) a consultancy agreement must be issued and signed. If they wish to be employed through their company, VAT Registration and Certificate of Registration or Unique Tax Reference must be provided.

## 17.5 Trust Directors and Local Governing Body Members

17.5.1 All Trust Directors and Local Governing Body Members (with the exception of existing teachers and support staff) must undertake a recruitment process which includes completion of an enhanced DBS, personal details form, declaration of eligibility and a selection interview. Where possible the Local Governing Body candidate will also visit the school and meet with the Headteacher and Chair of Governors.

## 18 Recruitment of Ex-Offenders

- 18.1 Under the Rehabilitation of Offenders Act 1974 (Exceptions), the Trust has a policy to Recruit Ex-Offenders to its workforce.
- 18.2 The Trust has adopted the general practice guidance published by the Chartered Institute of Personnel and Development on the employment of people with criminal records. Further guidance can be found in the CAT Recruitment of Ex-Offenders Policy.
- 18.2 The Trust undertakes not to discriminate unfairly against any subject of a disclosure on the basis of conviction or other information revealed.

## 19. Appeals

- 19.1 Employees who have concerns about any aspect of this policy or its operation should use Community Academies Trust Grievance Policy and Procedure.

## Appendix 1 - Pre-Interview Checks

Community Academies Trust is required to check your identity, any academic or vocational qualifications you have claimed in your application form, your right to work in the UK and documentation for a DBS check\*. Please bring the relevant documents listed below with you to your interview or subsequent ID check appointment. They will be verified, photocopied and returned to you that day.

### List of acceptable documents for right to work checks

<b>List A</b>	
Acceptable documents to establish a continuous statutory excuse	
1.	A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2.	A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
3.	A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4.	A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
5.	A <b>current</b> Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6.	A <b>current</b> passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7.	A <b>current</b> Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
8.	A <b>full</b> birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
9.	A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
10.	A certificate of registration or naturalisation as a British citizen, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

<b>List B</b>	
Group 1 – Documents where a time-limited statutory excuse lasts until the expiry date of leave	
1.	A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2.	A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3.	A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
4.	A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

Group 2 – Documents where a time-limited statutory excuse lasts for 6 months	
1.	A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.
2.	An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
3.	A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

## DBS Check Acceptable Documentation

### Route 1

**Route One must be used where possible.** Three documents in total must be seen; one document must come from Group 1 and a further two documents from Group 1, 2a or 2b. One document must verify the applicant's current address.

### Route 2

One document must be seen from Group 2a and two further documents from Group 2a or 2b; one of which must verify the applicant's current address. Route 2 requires applicants to undergo an external ID validation check - your Recruiter will advise you of the procedure for this.

### Route 3

A Certified copy of a UK Birth Certificate (UK and Channel Islands, issued after the time of birth by the General Register Office/relevant authority) is required and four further documents must be seen from Group 2 comprising of one document from Group 2a and three further documents from Group 2a or 2b; one of which must verify the applicant's current address.

### Group 1 – Primary Trusted Identity Credentials

- Current valid Passport
- Biometric Residence Permit (UK)
- Current (photo card) Driving Licence (UK, Isle of Man /Channel Islands) (Full or provisional).
- Birth Certificate (UK and Channel Islands) - issued at the time of birth;
- Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces. (Photocopies are not acceptable)

### Group 2a – Trusted Government/State Issued Documents

- Current UK Driving licence (old style paper version)
- Current Non-UK Photo Driving Licence (valid only for applicants residing outside of the UK at time of application)
- Birth Certificate (UK and Channel Islands) - (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable)
- Marriage/Civil Partnership Certificate (UK and Channel Islands)
- Adoption Certificate (UK and Channel Islands)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK and Channel Islands)

### Group 2b – Financial/Social History Documents

- Mortgage Statement (UK or EEA)\*\* (Non-EEA statements must not be accepted)
- Bank/Building Society Statement (UK or EEA)\* (Non-EEA statements must not be accepted)
- Bank/Building Society Account Opening Confirmation Letter (UK)
- Credit Card Statement (UK or EEA)\* (Non-EEA statements must not be accepted)
- Financial Statement \*\* - e.g. pension, endowment, ISA (UK)
- P45/P60 Statement \*\*(UK & Channel Islands)

- Council Tax Statement (UK & Channel Islands) \*\*
- Work Permit/Visa (UK) (UK Residence Permit) \*\*
- Utility Bill (UK)\* – Not Mobile Telephone
- Benefit Statement\* - e.g. Child Allowance, Pension
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)\*- e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security
- EU National ID Card
- Cards carrying the PASS accreditation logo (UK and Channel Islands)
- Letter from Head Teacher or College Principal (16/17 year olds in full time education – (only used in exceptional circumstances when all other documents have been exhausted)

Please note:

If a document in the List of Valid Identity Documents is:

- Denoted with \* - it should be less than three months old
- Denoted with \*\* - it should be issued within the past 12 months
- Not denoted – it can be more than 12 months old

### **Evidence of academic or vocational qualifications**

Please bring with you original documents confirming your qualifications in accordance with the essential requirements in the Person Specification, e.g. Degree certificate, evidence of QTS, and any other additional professional qualifications