

Standard Operating Procedure for Vetting & Checking (Recruitment)



Objectives

To ensure that all staff are recruited in accordance with the key responsibilities set out by the DCSF (Department for Children, Schools and Families) to safeguard and promote the welfare of children and young people

Scope

For recruitment of all teaching and associate staff

Procedure

No	What	How	When	Who
1	Pre-employment checks undertaken to ensure all relevant legal requirements met with regard to safeguarding children	New starter checklist used to record all security checks	Before any new staff start work in school	Business Manager / Head's PA
	Criminal Records Bureau	CRB form to be completed by applicant - Business Manager to send to County Hall	To be sent with letter of offer of employment	Head's PA
	Evidence of Identity*	Passport, birth certificate or driving licence to be seen by Business Manager	To be requested in letter of offer of employment	Head's PA
	Evidence of eligibility to work in UK (if appropriate)	Appropriate documentation to be seen by Business Manager	To be requested in letter of offer of employment	Head's PA
	Two references**	Written requests sent	Following short-listing process	Head's PA
	Qualifications checked and copied***	Checked and copied by Business Manager	To be requested in letter of offer of employment	Head's PA
	Application form including Ethnicity & Disability information	Submitted by applicant	When applying for position advertised	Head's PA
	Health Statement	Health form to be completed by applicant - Business Manager to send to County Hall	To be sent with letter of offer of employment	Head's PA
2	Evidence given to ESCC Personnel Support Unit	Sent to County Hall	As soon as all documents collated	Business Manager
3	Supply teachers and staff to be subject to appropriate vetting and checking****	Supply staff to be supplied by approved agency listed on ESCC website	As and when needed	Office Manager

Other Useful Information

* Employees from outside EEA must provide visa and photograph page of passport as proof of identity

** One reference must be from the current/last employer on headed paper. Second reference can be a character reference, telephone, or printed email reference. Telephone references must be on a reference pro-forma on the school's headed paper

*** Qualifications only if appropriate to post eg NQT's, Teachers, HLTA's

**** All temporary agency staff will have completed an initial CRB disclosure when they register with the agency. The completion of CRB checks form part of the agreement between the County Council and the agencies

Process for Monitoring Evaluation and Review

Cross reference payroll with single central record of recruitment

Author	LBa	Date	March 2009
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