

HASSENBROOK SCHOOL Specialist Technology College



PRE EMPLOYMENT CHECKS POLICY

Changes March 2011

2	Medical Screening	2.1 Amended in accordance with the Equalities Act 2010
3	References	3.2 Amended in accordance with the Equalities Act 2010
Appendix 2	Reference Template	Amended in accordance with the Equalities Act 2010
Appendix 12	Assessing positive declarations and risk assessment	New to assist schools in assessing and recording risks
Various	Residential staff	Removal of reference to SWIFT which is not applicable. Clarification of requirement for residential staff to be CRB cleared before starting work.

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Introduction

The following guidance sets out the requirements and procedures for obtaining pre-employment checks.

The over-arching requirements for pre-employment checks are contained in the statutory guidance issued by the DSCF “Safeguarding Children and Safer Recruitment in Education” (January 2007, as amended). Additional pieces of legislation relevant to specific checks are set out in the relevant section.

Each section sets out the requirements in respect of employed staff, volunteers and workers/volunteers provided by third parties.

- Where the school/academy directly employs a person (or engages them as a volunteer) the school/academy is responsible for carrying out all checks.
- Where the worker is provided by a third party, the school/academy must receive written confirmation that relevant checks have been carried out.

The school/academy must maintain a Single Central Record of the key pre-employment checks it is required to carry out in accordance with statutory guidance issued by the DSCF “Safeguarding Children and Safer Recruitment in Education”. See Section 13 for further information.

A table summarising the relevant checks for different workers and of the procedure / timing for each check are on the following pages.

1. Pre-Employment Checks at a glance



schools responsibility to obtain/check



third party responsibility



Single Central Record

	CRB Enhanced	Essex List & Indices (Essex Schools Only)	Right to work in UK ³	Overseas checks	Proof of Identity	Self Declaration (SD2)	References	Certificate of Good Conduct ⁴	Sign in & out	Medical	Qualifications relevant to post
Staff employed through school/academy											
New staff											
Overseas Staff	*										
GTP (Graduate Teaching Programme)											
Residential Staff											
Supply Staff		**									
AOTTs (Adults other than Teachers)											
Volunteers (regular/intensive work) ¹		**									
Volunteers (irregular work)											
Work Placement (16 yrs & over through school direct)		**									
Staff employed through third party											
Supply Staff ²		**									
Foreign Language Assistants	*										
Contractors ² (including. PFI)											
SKITT ² (School Centred Initial Teacher Training)											
LA Staff ² (i.e. Essex Music Services)											
Other Providers ² (i.e. sport centres)											
Work Placement ² (18 yrs & over through study course)		**									
Other											
Visitors											
Work Experience (16 years & under)											

KEY ¹ regular work is defined as once a week or more. Intensive work is defined as 4 days in one month or more, or overnight

² schools should receive written confirmation from third party that all relevant checks have been carried out (employer to determine which checks required according to regulations)

³ Employee to obtain / School to check

⁴ Available for some overseas workers

* once the applicant has an address in the UK a CRB check should be completed ** if long term employment, school may wish to register an interest

2. Medical Screening

Who:	<ul style="list-style-type: none"> All staff directly employed by the school/academy
When:	<ul style="list-style-type: none"> Shortlisted applicants sent form <u>A conditional offer should be made until medical clearance has been received. A person should not start work until medically cleared.</u>
How:	<p>Shortlisted applicants:</p> <ul style="list-style-type: none"> Complete questionnaire and place in confidential envelope School/academy submits envelopes to Occupational Health with Request for Pre-Employment Screening form. School phones for clearance on successful applicant after interview <p>Other case:</p> <ul style="list-style-type: none"> Successful applicant completes questionnaire School/academy submits as above OH confirms clearance by letter
Source:	<ul style="list-style-type: none"> The Education (Health Standards) (England) Regulations 2003 (as amended). Statutory responsibility of employers to satisfy themselves that individuals have the appropriate level of physical and mental fitness before an offer of employment is made.
Third Parties	<ul style="list-style-type: none"> Third Parties are not obliged to carry out the same pre-employment screening for staff (except Teaching Agencies).
SCR	<ul style="list-style-type: none"> Not required to be recorded on SCR.
Forms	<ul style="list-style-type: none"> Medical Questionnaire (Form 7020) & Request for Pre-Employment Screening (Form 7021) can be obtained from the Essex Schools Infolink, under HR then Occupational Health.

These procedures apply to those using the Essex Occupational Health Service.

2.1 Under the Equalities Act 2010 it is not permissible to ask about health and attendance prior to selection other than to establish if reasonable adjustments are necessary to enable to person to participate in the selection process and/or whether the applicant will be able to carry out a function which is intrinsic to the work once reasonable adjustments are in place. Once a candidate is selected a conditional offer is made and pre-employment medical screening can be carried out.

2.2 Medical clearance

On occasion the Occupational Health Service may require the applicant to attend a medical. This will need to take place before medical clearance can be given and before the person can start work.

In other cases, the Occupational Health Service may indicate that the employee has a disability and make recommendation about relevant adjustments. The school/academy will need to determine if the adjustments can be reasonably made and discuss this with the applicant. There is a statutory requirement for employers to make reasonable adjustments for disabled applicants and employees and employers should not reject an application simply on the basis of a recommendation of adjustments.

The school/academy is responsible for paying the costs of medical clearances and appointments.

3. References

Who:	<ul style="list-style-type: none"> All staff directly employed by the school/academy Volunteers working regularly
When:	<ul style="list-style-type: none"> Immediately following shortlisting – on all shortlisted applicants
How:	<ul style="list-style-type: none"> Standard format reference request letter Enclose job description/person specification
Source:	<ul style="list-style-type: none"> DCSF Statutory Guidance
Third Parties	<ul style="list-style-type: none"> Third parties providing workers are expected to follow the best practice set out in the DCSF Safer Recruitment Guidance.
SCR	<ul style="list-style-type: none"> Not required to be recorded on SCR
Forms	<ul style="list-style-type: none"> Standard format reference request letter can be found at Appendix 2.

3.1. How many and from whom

At least two references should be requested for all shortlisted candidates immediately after shortlisting. Ideally references should cover at least the previous 5 years of employment.

Where possible it is expected that the first referee will be the current employer. Other referees should, where possible, be from another recent employer working with children.

Where an applicant does not have a previous employer they should identify a trusted authoritative source, wherever possible with knowledge of the person's interaction with children. Examples may include academic institution, voluntary organisations, church etc.

The school should not accept references from relatives or from people writing solely in the capacity of friends

Reference should be obtained on internal applicants.

For residential staff, the reference should cover the applicant's entire employment history.

In exceptional circumstances, a candidate may present with their application, a good reason not to want their referees to be contacted prior to interview. In such cases the school should liaise with the applicant and where they agree to defer, contact the referee immediately after interview and before an offer of employment is made.

3.2. Format

References must be in writing and specific to the job applied for – “open” references or “testimonials” are not acceptable. Telephone references must always be confirmed in writing.

Reference requests should specifically ask:

- about the referee's relationship with the candidate;
- whether the referee is satisfied that the candidate has the ability and is suitable to undertake the job in question;
- whether the referee is completely satisfied that the candidate is suitable to work with children, and, if not, to provide specific details of the concerns and the reasons why the referee believes the person might be unsuitable.

Referees should also be asked to confirm details of:

- the applicant's current post, and salary
- performance history, capability and conduct;

- any disciplinary procedures in which the disciplinary sanction is current;
- any disciplinary procedures involving issues related to the safety and welfare of children, including any in which the disciplinary sanction has expired, and the outcome of those; and,
- details of any allegations or concerns that have been raised that relate to the safety and welfare of children or behaviour towards children, and the outcome of those concerns.

In accordance with the Equalities Act 2010, schools should not request information concerning the individual's sickness and attendance record prior to the selection stage. Once the preferred candidate has been selected following the interview, then sickness and attendance records (ie period of absence over the last 2 years and number of days absence over the last 2 years) can be obtained from the referee and applicant as part of the pre-employment checks.

3.3. Checking references

On receipt, references should be checked to ensure that all specific questions have been answered satisfactorily. If all questions have not been answered satisfactorily or the reference is vague or unspecific, the referee should be contacted and asked to provide written answers or amplification as appropriate.

References must be compared to the details contained in the application form to ensure that the information provided is consistent. Any discrepancies should be taken up with the candidate at, or prior to, interview.

3.4. Access to references

The Data Protection Act allows data subjects to access references about themselves received by the school (subject to respecting the confidentiality of third parties), but not those *provided* by the school.

References received from a third person are not exempt from the Data Protection Act. If a reference is held in a way that is covered by the act, any request for access to that information must be considered under the rules of access. An individual can have access to information about them, but may not necessarily have access to information about other people, including their opinion, provided in confidence. Advice should be sought from your link HR Consultant if access is requested.

Where the school has written a reference for an employee or ex-employee, the individual may request to see a copy of the reference. If someone asks for a copy of a reference the school has written about them, the school does not have to provide this, due to an exemption within the Data protection Act. However, the school is recommended to adopt an open reference policy whereby the information contained within a reference is shared with the individual on request.

3.5. Use of information

Any information about past disciplinary action or allegations should be considered in the circumstances of the individual case. Such information should not be used to automatically discount applicants and should be considered in the overall context of the selection process including all other pre-employment checks, the role and the discussion with the applicant. Cases in which an issue was satisfactorily resolved some time ago, or an allegation was determined to be unfounded or did not require formal disciplinary sanctions, and where no further issues have been raised, are not likely to cause concern.

More serious or recent issues that were not resolved satisfactorily and a history of repeated concerns or allegations over time are more likely to cause concern.

4. Qualifications

Who:	<ul style="list-style-type: none"> For any post where qualifications are a <u>requirement</u> and where an applicant claims to have other relevant qualifications
When:	<ul style="list-style-type: none"> Applicants should present original evidence at interview
How:	<ul style="list-style-type: none"> Applicants to provide original certificates or letter/certified copy of certificate from awarding body
Source:	<ul style="list-style-type: none"> School Staffing (Education) Regulations (September 2003 and 2009, as amended) The Education (School Teachers' Qualifications) (England) Regulations (2003, as amended) The Education (Induction Arrangements for School Teachers) (England) Regulations (2008, as amended)
Third Parties	<ul style="list-style-type: none"> Third parties providing workers are expected to follow the best practice set out in the DCSF Safer Recruitment Guidance.
SCR	<ul style="list-style-type: none"> Required to be recorded on SCR
Forms	<ul style="list-style-type: none"> N/A

4.1 Qualified Teacher Status (QTS)

No person may teach in a maintained school or academy unless he/she

- Has qualified teacher status (QTS), or
- Falls within one of the special categories set out in the Education (Specified Work and Registration) (England) Regulations (2003, as amended). These are:
 - Student teachers
 - Instructors with special qualifications or experience
 - Overseas Trained Teachers
 - Graduate Teachers
 - Registered Teachers
 - Staff on an employment-based teacher training scheme
 - Support Staff (HLTAs – Higher Level Teaching Assistants) – may undertake some elements of teaching subject to being directed and supervised by a qualified teacher and where the headteacher is satisfied they have the skills, experience and expertise required.

4.2. DfE

A DfE Number is not evidence of QTS.

4.3. Induction (Teachers)

Teachers who obtained QTS after May 1999 must have successfully completed a statutory induction within the set time period if they are to work in a maintained school/academy. Individuals who successfully pass their induction will receive a letter from the General Teaching Council (GTC). Clearly schools/academies will be monitoring those undertaking their Induction period.

4.4. National Professional Qualification for Headship (NPQH)

Anyone applying for their first headship in a maintained school must hold the National Professional Qualification for Headship (NPQH) at the point that they are offered the position.

4.5 General Teaching Council

The General Teaching Council for England (GTC) may be able to confirm details of a registered teacher's qualifications. The GTC can be contacted on 0870 0014823. GTC registration does not in itself provide evidence of QTS (see section 5).

5. GTC Registration

This section is applicable at the time of publication but may be subject to review pending announcements by the Government on the future of the GTC.

Who:	<ul style="list-style-type: none"> Any teacher, including unqualified (and overseas) teachers working in a maintained school or academy. HLTAs are <u>not</u> required to register.
When:	<ul style="list-style-type: none"> Schools/academies should verify registration prior to qualified teachers starting work. Unqualified and overseas teachers must register within 4 weeks of starting work.
How:	<ul style="list-style-type: none"> School/academy to contact GTC employer access line 0870 0014823
Source:	<ul style="list-style-type: none"> School Staffing (Education) Regulations (September 2003 and 2009, as amended) The Education (Specified Work and Registration) Regulations (2003, as amended)
Third Parties	<ul style="list-style-type: none"> Supply Agencies are required to check that their teachers are GTC registered.
SCR	<ul style="list-style-type: none"> Required to be recorded on SCR
Forms	<ul style="list-style-type: none"> Application forms are available from www.gtce.org.uk

5.1 Application

Teachers are responsible for applying for GTC registration. They should complete an application form available on the GTC website www.gtce.org.uk.

5.2. Fees

Qualified, unqualified and overseas trained teachers must pay the GTC registration fee annually. A proportion of this is reimbursed by their employer. With effect from 1st April 2010 the fee is £36.50.

5.3. Verification

Production of a registration card by the teacher is not sufficient. The school/academy should verify registration with the GTC directly. Verification can include:

- Registration
- Qualifications (see section 4).
- Whether any GTC restrictions are in place
- Completion of Induction Period for Teachers (see section 4).

The following information is required for verification:

- The applicants full name
- Date of Birth
- DCSF number (if available)

6. Identity

Who:	<ul style="list-style-type: none"> All staff directly employed by the school/academy, all volunteers, contractors, workers provided by external agencies, visitors etc.
When:	<ul style="list-style-type: none"> Applicants – at interview Others – on arrival at the premises
How:	<ul style="list-style-type: none"> School/academy to see and copy original identification – preferably photo ID.
Source:	<ul style="list-style-type: none"> DCSF Statutory Guidance
Third Parties	<ul style="list-style-type: none"> The school/academy should check the identity of any worker/volunteer provided by a third party.
SCR	<ul style="list-style-type: none"> Required to be recorded on SCR
Forms	<ul style="list-style-type: none"> N/A

6.1. Verifying Identity

Schools/academies should check the photo identification (i.e. a driving licence) for anyone who will enter the premises. A copy should be kept on a secure and confidential file (the Single Central Record) for regular visitors so they will need not to reproduce evidence on subsequent visits.

Visitors such as parents and family members attending events such as parents evenings, or sports days etc are not required to provide identification.

6.2 Evidence

More detailed evidence of identification is required during the selection process and for volunteers and the right to work in the UK, particularly for completion of CRB applications (for further information please refer to section 11 & 12).

7. Self-declarations (SD2s)

Who:	<ul style="list-style-type: none"> All applicants and volunteers
When:	<ul style="list-style-type: none"> Applicants should bring a completed SD2 form to the interview. Volunteers should complete an SD2 form prior to starting work. No-one should start work until an SD2 form has been completed.
How:	<ul style="list-style-type: none"> Completion of SD2 form.
Source:	<ul style="list-style-type: none"> DCSF Statutory Guidance
Third Parties	<ul style="list-style-type: none"> SD2 are an ECC form. Third parties providing workers to schools are expected to follow the best practice set out in the DCSF Safer Recruitment Guidance.
SCR	<ul style="list-style-type: none"> Not required to be recorded on SCR
Forms	<ul style="list-style-type: none"> SD2 Form can be found at Appendix 3. These forms are also available to download from the Essex Schools Infolink, under HR then Recruitment.

7.1. Declaration

- School/academy workers and volunteers are exempt from the Rehabilitation of Offenders Act which means that spent convictions must be declared. Although applicants must be asked to self-declare convictions, cautions, pending prosecutions and any current investigations – this does not negate the requirement for CRB and ISA List checks to be carried out.

7.2. Declaration on application forms

All applicants and volunteers should complete an application form and this should include a declaration that they are not disqualified from working with children, or where applicable, subject to sanctions imposed by a regulatory body e.g. GTC.

7.3. Processing and using information

SD2 forms should be submitted in a sealed envelope, marked private and confidential, to the chair of the selection panel/headteacher, prior to interview/once a volunteer has been accepted.

Schools/academies should not automatically reject any applicant on the basis of a self-disclosure. The chair of the panel/headteacher should discuss relevant, positive declarations confidentially with the applicant/volunteer and consider them in the same way as positive CRB Disclosures (see section 11.4.1 and Appendix 12). In some cases the school/academy may wish to defer appointment until receipt of the CRB disclosure.

The SD2 form should be retained on the applicants' personal file. Where a CRB is requested, the information on the CRB certificate should be compared with that on the SD2 form and any discrepancies explored (see section 11.4.1). False declaration may constitute gross misconduct.

8. Independent Safeguarding Authority (ISA) List (previously) List 99 and PoCA (Protection of Children Act) Lists

Who:	<ul style="list-style-type: none"> All new starters and volunteers.
When:	<ul style="list-style-type: none"> Before starting work Checks against these Lists are automatically done when a CRB/ISA application is submitted to the ECC Disclosure Unit.
How:	<ul style="list-style-type: none"> If CRB/ISA application not required, school to complete Request for Lists & Indices Check form and submit to Disclosure Unit.
Source:	<ul style="list-style-type: none"> Education (Restriction of Employment) Regulations (2000, as amended)
Third Parties	<ul style="list-style-type: none"> Third parties providing workers are expected to undertake the same checks as schools/academies.
SCR	<ul style="list-style-type: none"> Required to be recorded on SCR
Forms	<ul style="list-style-type: none"> Request for Lists & Indices Check form can be found at Appendix 4 This form is also available from the Essex Schools Infolink under HR, Disclosure Unit then Disclosure Application.

NB With effect from October 2009, List 99 and the PoCA List are managed by the ISA and are referred to as the ISA list. They will be phased out as ISA is phased in but checks should continue to be made as above until further notice.

The Lists are confidential documents maintained by the ISA, of people who are barred or restricted from working with children. It is an offence for schools/academies to appoint someone to a post from which they have been barred.

9. Essex List and Indices

Who:	<ul style="list-style-type: none"> All new starters and volunteers – Essex Maintained Schools Only
When:	<ul style="list-style-type: none"> Before starting work Checks against the List & Indices are automatically done when a CRB application is submitted to the ECC Disclosure Unit.
How:	<ul style="list-style-type: none"> If CRB application not required, school to complete Request for Lists & Indices Check form and submit to Disclosure Unit.
Source:	<ul style="list-style-type: none"> ECC Policy
Third Parties	<ul style="list-style-type: none"> Third parties do not have access to the Essex List. Schools should check regular third party workers.
SCR	<ul style="list-style-type: none"> Not required to be recorded on SCR
Forms	<ul style="list-style-type: none"> Request for List & Indices Check form can be found at Appendix 4. This form is also available from the Essex Schools Infolink under HR, Disclosure Unit then Disclosure Application.

9.1. About the List

The Essex List and indices is a confidential dossier, maintained and compiled by ECC, which contains the details of people whose previous employment history gives cause for concern. The following provides a summary of its content:

- The List – a list of persons considered unsuitable for working with children or vulnerable adults
- Index A – a list of individuals where the LA has been notified by other agencies (e.g. other local authorities, the police, independent agencies) that the council should contact them before employing the individual concerned
- Index B – a list of former employees whose previous employment history may give cause for concern
- Index C – a list of former volunteers or agency staff whose previous working involvement with the LA may give cause for concern

Individuals on the List (but not the indices) are aware of their inclusion and have been given the opportunity to put forward evidence and information.

9.2. Dealing with positive checks

Where a name comes up on the List, the school will be contacted by their HR Link Consultant and advised about the nature of the concern and the appropriateness of employment in the context of the post applied for and the other checks the school has carried out.

The Essex List and Indices is not a banning List.

9.3. Referrals to the List and indices

The School should refer to the Local Authority's internal registers, individuals whose conduct gives cause for concern. There is also a statutory duty to make referrals to the ISA (see section 13.6).

10. Right to Work in the UK

Who:	<ul style="list-style-type: none"> All new starters
When:	<ul style="list-style-type: none"> Applicants should bring the original evidence to interview. In same case, checks may be undertaken later but must be before the person starts work.
How:	<ul style="list-style-type: none"> Schools/academies must see evidence of right to work in the UK for all employees prior to them starting work. A list of relevant evidence can be found at Appendix 13. Comprehensive guidance including requirements and processes for the right to work in the UK can be found in the Employment of Overseas Workers guidance. This can be found on the Essex Schools Infolink, under HR, then Policies and Procedures.
Source:	<ul style="list-style-type: none"> Asylum and Immigration Act 1996 (as amended)
Third Parties	<ul style="list-style-type: none"> Third parties are required to undertake the same checks as schools/academies.
SCR	<ul style="list-style-type: none"> Required to be recorded on SCR
Forms	N/A

The Border and Immigration Agency advises employers to carry out checks on all prospective employees in order to avoid claims of racial discrimination. Employers should not omit completion of check on the basis that an individual claims or appears to be British and/or EEA Nationals.

A copy of relevant documents should be kept on a secure and confidential file.

11. Criminal Records (including CRB checks)

Who:	<ul style="list-style-type: none"> All new staff, volunteers working on a regular basis or overnight Exception for those with an Essex CRB which is less than 2 years old and who have not had a break of service exceeding 3 months.
When:	<ul style="list-style-type: none"> Check to be carried out on successful applicant/once volunteer is accepted.
How:	<ul style="list-style-type: none"> Employee/volunteer completes CRB Application Form School/academy checks ID document and completes relevant sections of the CRB form Form submitted to Disclosure Unit who then send to the CRB Written confirmation sent to school/academy. School/academy returns slip to confirm employment.
Source:	<ul style="list-style-type: none"> School Staffing (Education) Regulations (September 2003 and 2009, as amended)
Third Parties	<ul style="list-style-type: none"> Third parties are required to undertake the same checks as schools/academies.
SCR	<ul style="list-style-type: none"> Required to be recorded on SCR – including CRB certificate reference number.
Forms	<ul style="list-style-type: none"> Additional forms should be obtained from Post & Distribution on a needs basis (Tel: 01245 542620) Continuation sheets are available to download from the Essex Schools Infolink. They can be found under HR, Disclosure Unit then Disclosure Applications. For guidance on how to check the new CRB application forms please refer to Appendix 9. Employees can be given Appendix 10 on how to complete the CRB application form. Disclosure Verification Form can be found at Appendix 7. Documentary Evidence Sheet can be found at Appendix 8. CRB Guidance can be found at Appendix 11.

11.1 CRB requirements

The table on page 6 summarises who needs CRB's and who is responsible for undertaking the checks. A more detailed summary can be found at Appendix 6.

11.1.1 Verification of Disclosures

A new employee will not require a new CRB if they have:

- an Essex Disclosure, and
- it is no more than 2 years old, and
- they have not had a break in service of more than 3 months.

Where an applicant does not require a CRB it is recommended that the school should see the applicants copy and request a Disclosure Verification from the Disclosure Unit.

This does not apply to Academies. The Essex LA recommends that if an applicant moves from a school to an Academy in Essex, the Academy will need to carry out a CRB Enhanced Disclosure on the new employee regardless of whether the employees existing CRB check is no more than 2 years old and they have not had a break in service of more than 3 months.

11.1.2 Overseas workers

CRB checks should be undertaken on overseas workers as soon as they have a UK address. Where an applicant is from a country where criminal record checks cannot be undertaken for child protection purposes, the school must take extra care in taking up references and carrying out other checks on a person's background. See Section 10. For further guidance please refer to the Employment of Overseas Workers – Managers Guidance on the Essex Schools Infolink, under HR, Policies, Procedures and Guidance.

11.2 Identity Requirements

A table has been produced on the type and range of identity documents that must be supplied as evidence. These documents are divided into two groups: Group 1 and Group 2. Three types of evidence needs to be provided, one document from Group 1 plus any two others from Groups 1 or 2.

The table at Appendix 5 provides you with examples of evidence that could be provided with the CRB application form.

11.3. Starting Work Pending a CRB Disclosure

Head teachers/principles have the discretion to allow an individual to begin work within their establishment pending the receipt of the CRB Disclosure, but must ensure that all other checks have been completed.

An exemption to this is residential staff who must not begin work at the school until satisfactory completion of an Enhanced CRB Check. As with other staff, residential staff may start on a conditional offer pending references/medical clearance as long as all other checks are complete.

A risk assessment needs to be undertaken, and the employee should not usually have unsupervised access to children until CRB clearance is received. (See Appendix 12) The degree of supervision for individuals who start work prior to the result of a CRB Disclosure being known, needs to reflect what is known about the person concerned, their experience, the nature of their duties and the level of responsibility they will carry. For those with limited experience and where references have provided limited information the level of supervision may be high. For those with more experience and where the references are detailed and provide strong evidence of good conduct in previous relevant work, a lower level of supervision may be appropriate.

The nature of the supervision should be agreed between the employer and employee and the role of staff undertaking the supervision should be made clear. The arrangements should be reviewed regularly, at least every two weeks until the CRB disclosure is received.

11.4. Negative CRB Disclosures

For Negative CRB Checks (where no convictions have been found) the Disclosure Unit will send the top part of the CRB form to the school. This contains the disclosure number and the date of issue. This will be attached to a Notification of Disclosure Form. The school/academy should complete and return the bottom part of this form to the Disclosure Unit. A copy of the disclosure will be sent direct to the candidate from the CRB.

11.5. Positive CRB Disclosures

The candidate will be sent a copy of the disclosure direct from the CRB. The employee's copy will not contain any informal police intelligence and this can not usually be disclosed to the candidate.

Maintained Schools

For positive checks (where convictions/cautions have been found) the Schools' HR Consultant will contact the headteacher to discuss the matter and provide advice on employment although the ultimate decision lies with the headteacher/chair of governors/chair of selection panel.

Academies

Academies have a choice about whether they wish to receive HR advice on positive CRB checks. Where they opt for this support, the procedure above will apply. Where not, the Academy will receive the original certificate, will make an employment decision and will notify the Disclosure Unit directly.

11.5.1 Assessing Positive Disclosures

The headteacher/chair should compare the information to that declared by the applicant/employee on their SD2 form and discuss the Disclosure with the applicant/employee before any final decision is made. (see Appendix 12)

The Recruitment & Selection Policy Statement includes the commitment to dealing with positive Disclosures in accordance with the CRB Code of Practice. In accordance with this, all criminal records will be assessed on an individual basis, following discussion with the individual.

Consideration of the offence, needs to take into account the nature, seriousness and relevance and:

- How long ago it occurred;
- If it was a one-off or part of a history (volume);
- The circumstances of it being committed;
- Any changes in applicant's personal circumstances;
- The country where the offence occurred;
- Decriminalisation and evidenced remorse;
- If the offences were self disclosed or not. A failure to disclose convictions/cautions on an application form or SD2 form are disciplinary offences which may result in dismissal. However, dismissal should not be automatic in these circumstances and the matter should be assessed as set out in this paragraph.

(Serious child related offences are unlikely to be considered against the above and usually result in automatic exclusion from employment).

11.5.2 Decision to proceed

If the decision is that employment can proceed, the disclosure number and date of issue should be recorded on the personal file and the Single Central Record. No details of the offences should be recorded. Where involved, the HR Schools' Team will notify the Disclosure Unit of the employment decision, otherwise the school/academy must do this.

11.5.3 Decision not to proceed

The procedure will depend upon the stage of the recruitment process at which the information comes to light. If the applicant has not yet started work they will have been given a conditional offer and the offer will be withdrawn. If the person has started work, they will still be under a conditional offer, but will need to be dismissed in accordance with the school's procedures.

Advice should be taken from an HR Consultant.

11.6. Appeals against Disclosure Information

Individuals have the right to query the accuracy of disclosure information through the CRB appeals procedure.

Where an employee registers such an appeal, a decision will need to be made about whether interim action needs to be taken. Where the Disclosure indicates offences which may lead to the withdrawal of an offer of employment or disciplinary action/dismissal, consideration will be given to temporarily suspending the appointment process/employee until the appeal has been processed.

11.7. Data storage

All Disclosure information will be stored securely and processed and destroyed in accordance with the CRB Code of Practice and the ECC CRB Security Policy. Access to such information will only be given to those entitled to see it as part of their duties.

In the case of schools (and academies which have opted for HR advice), they will not be sent the actual CRB disclosure itself. The only circumstance the school may come into ownership of this document, is if the person themselves gave it to them. If this were the case the school should not copy this document or keep it on file. It should be returned to the individual.

Copies of the CRB application form should be destroyed once confirmation of clearance has been received.

11.8. Volunteered Conviction Information during the Course of Employment

It is a term of all employment contracts that employees immediately notify their manager/headteacher in writing of any offence and the penalty if they are convicted of, or cautioned for, any offence during their employment.

11.9. Information Obtained from Other Sources about Offences by Employees

Such information may be discovered from newspapers or other media sources; from other employees (i.e. whistleblowing'); from members of the public or, for some types of employment areas, it may come from the police.

A first step in the case of information provided by third parties other than the police will be to establish the accuracy of the alleged conviction, charge, offence etc. It may well be that the employee has already notified information about the offence/conviction.

If there appears to be no prior management information, an attempt will be made to verify the information with the source and/or police as appropriate. A judgement needs to be made about whether it is appropriate to discuss the information with the employee and advice will be sought from Legal Services and Human Resources. Where the information received is about an employee having been charged or convicted, then it will normally be in order to raise this with the employee. Where, however, the allegation is of offences that have not apparently been the subject of criminal procedures and may, therefore, be undiscovered, then it may be appropriate to pass the information on in confidence to the police and/or through a child protection referral, or, if the offences are of a financial and employer/job-related nature, the information should be sent to Audit, so as not to prejudice covert investigation and evidence gathering. Again, advice will be sought from Legal Services/HR.

Action taken on information received in this way will be dealt with in the same way as information received through the usual channels. – i.e. with reference to the criteria set out in the section below.

12. Certificate of Good Conduct (overseas workers only)

Who:	<ul style="list-style-type: none">Overseas workers (where applicable)
When:	<ul style="list-style-type: none">Prior to confirming offer of employment
How:	<ul style="list-style-type: none">Fax back service (see below) or provided by applicant.
Source:	<ul style="list-style-type: none">DCSF Statutory Guidance.
Third Parties	<ul style="list-style-type: none">Third parties are required to undertake the same checks as schools/academies.
SCR	<ul style="list-style-type: none">Not required to be recorded on SCR (but recommended).
Forms	<ul style="list-style-type: none">N/AFor comprehensive guidance please refer to the Employment of Overseas Workers guidance on the Essex Schools Infolink, under HR, then the Policies, Procedures and Guidance section.

12.1. Obtaining details of the criminal history of overseas workers

Some countries including most in the EU and some countries outside of the EU, have arrangements allowing their citizens to obtain certificates of good conduct or extracts from their criminal record to show to prospective employers. The level of information provided varies from country to country.

12.1.1 Overseas Enquiry Line

For overseas enquiries contact 0870 0 100 450. This national rate enquiry line is intended for those seeking general advice about the countries covered by the fax back service, and associated procedures (e.g. fingerprinting). The enquiry line is available Monday – Friday 9.00am-5.00pm. If an agent is unavailable, a voicemail facility is available should customers require a ‘call-back’.

An email enquiry facility is also available. The address is overseas@crb.gsi.gov.uk. They endeavour to reply to email enquiries within 5 working days.

12.1.2 Fax Back Service

The CRB has set up a fax back service providing information regarding the availability of criminal record information from overseas.

The fax must be set to “polling” mode. How this is done depends on the fax machine. After the fax machine is set to “polling” mode, then dial the number appropriate to the country that you are interested in. The information should be faxed back more or less straight away. To begin with the countries and their corresponding numbers for the services are:

0906 55 55000 Denmark
0906 55 55001 France
0906 55 55002 Germany
0906 55 55003 Irish Republic
0906 55 55004 Italy (excluding Vatican City)
0906 55 55005 Netherlands
0906 55 55006 Spain
0906 55 55007 Sweden
0906 55 55008 Poland
0906 55 55009 Canada

0906 55 55010 Jamaica
0906 55 55011 South Africa
0906 55 55012 Malaysia
0906 55 55013 Philippines
0906 55 55014 Australia
0906 55 55015 New Zealand
0906 55 55016 Finland

The fax back service is accurate as far as CRB is concerned however, there may be other application routes. In many cases, the information provided by overseas authorities may be in the language of the country to which the application was made. It may therefore be necessary for customers to make use of translation services. However, the CRB does not provide information about translation issues.

The information given out is no more than 4 pages long and is self explanatory. Itouch (the fax back service provider) provide a national rate help-line for technical problems 0870 906 3434.

The CRB will not have any involvement in applications made by individuals to overseas authorities. Nor are they responsible for the length of time taken by overseas authorities in dealing with an application, or the information that may be returned by them.

The faxback service also provides the following information:

- Summary (i.e. who produces criminal record checks in the country, whether it is the police/government etc)
- Application procedure – where and how to apply for a criminal record (this includes whether the individual is applying from the UK or from the related country)
- Cost of applications
- Content of certificates
- Turnaround times

13. Single Central Record (SCR)

The Safeguarding Children and Safer Recruitment in Education Guidance (January 2007, as amended), requires all schools and academies to produce and maintain a “Single Central Record of Recruitment and Vetting Checks”. The record may be in paper or electronic format.

13.1. Who must be on the Single Central Record?

All schools/academies must keep and maintain a record of the checks which have been carried out on:

- All staff employed at the school/academy
- Supply staff employed by the school/academy
- Supply staff engaged through an agency
- All others who have regular contact with children at the school/academy including:
 - Volunteers
 - Governors who also work as volunteers
 - Others brought into school to provide additional instruction to pupils (e.g. Sport Coaches, Artists etc).
 - Contractors

The Single Central Record (SCR) should be live, recording those who are currently at the school/academy. People can be removed from the SCR when they have left employment or ceased to come in – however, they must be placed back on the list if they return to the school/academy. You would of course need to re-complete checks as necessary.

13.2. What information should the SCR contain?

The SCR must include the following information:

- Identity, name, address, date of birth
- Qualifications where these are legally required for the post
- GTC Registration
- ISA List (List 99 check)
- Enhanced CRB Disclosure
- Right to work in the UK
- Overseas checks

The SCR must indicate whether particular checks are required and when and by whom each check was carried out.

A format for the SCR can be found at Appendix 1.

13.3. What evidence must be seen and retained?

The processes for obtaining checks and details of acceptable evidence are complex and are detailed in this document.

Below is a summary of the types of evidence which may be used for employed staff/volunteers. Section 13.4 sets out evidence required from third party providers.

The evidence should be copied and held on the employee's personal file (or secure central file in the case of agency supply staff / contractors / volunteers). While this is not a requirement for the SCR, it is a requirement of the Safer Recruitment Guidance.

The retention of sensitive information such as these checks is permitted under Data Protection legislation, which allows the retention of sensitive personal data in connection with employment as it is required for Safeguarding purposes. All files must be kept in secure locked cabinets and access restricted to relevant authorised persons.

In the case of CRB checks, schools/academies may copy documents checked for CRB purposes and hold them on file as proof of other checks (e.g. identity). Schools/academies may retain the Notification front sheet and the tear-off slip (from Disclosure Unit (DU)) confirming the CRB check has been completed and the Disclosure Number and Issue Date but must not keep copies of CRB Applications or the Disclosure Certificates.

A summary can be found below of the types of evidence which may be used for employed staff/volunteers:

Check	Proof required	Examples
Identity	Identity Name Address Date of Birth	Passport or UK photo driving licence Passport etc, birth (& marriage) certificate. Utility Bill Passport, birth certificate For further examples of evidence please refer to Appendix 5.
Qualifications	Those legally required for the job e.g. QTS, NPQH. For qualified teachers – GTC registration	Original certificate Original letter from awarding body School/academy must undertake check with GTC
ISA List (List 99)	Check undertaken	Written confirmation from DU CRB includes List 99 check
CRB	Disclosure Certificate	CRB Number from DU/HR Schools/academies must verify existing checks with Disclosure Unit.
Overseas Workers	UK or EEA Passport to verify permission Work Permit Leave to Remain	Passport School/academy to obtain work permit Original copy of leave to remain

13.4. Checks on third party staff

Where the person is provided to the school/academy by a third party (e.g. Agency, Contractor, sports organisation), the third party is responsible for carrying out checks (if required) as set out in each section of this document.

The school/academy must:

- receive written confirmation, from the third party, that all the necessary checks have been satisfactorily completed;
- carry out its own identity checks to verify that the person who presents for work is the person the Agency has referred;

- in the case of Supply Agencies only, receive a copy, from the Agency, of any CRB certificates with Disclosure information (once an employment decision is made by the school the Certificate must be destroyed and the normal record (date and Disclosure number) retained);

Appendix 1
Example Format for the Single Central Record of
Recruitment Vetting Checks

Identity				Qualification		ISA List (List 99)	CRB	Right to work in UK	Overseas checks	
Name	Address	D.O.B	Evidenced by and date		Qualification Required: (incl. GTC) Yes/No	Evidenced by and date	Evidenced by and date	Evidenced by and date	Checks required? Yes/No	Evidenced by and date

Appendix 2 Employer Reference

Date.....

Dear

Re: <Candidates Name> – Applicant for post of: <Candidates job title> at <School Name>

The above has given permission for us to write to you for a reference regarding their suitability for employment for the above post.

I understand that <Applicants title, surname> was employed by you as a
.....between and
.....

We would be grateful if you could confirm the above details and give your views on their suitability for this post. I enclose details of the post to assist you with your reply.

It would be especially helpful if you would comment on the areas overleaf.

Please ensure that this reference is accurate and does not contain any material misstatement or omission. Relevant factual content of the reference may be discussed with the applicant.

The interviews are to be held on and therefore an early response would be appreciated. I enclose a pre-paid envelope for your reply.

Thank you for completing this reference.

Yours sincerely

Headteacher (or Manager responsible for recruitment)

**Reference for: <Candidates Name> who is currently employed as –
<Candidates job title> at <School Name>**

<p>How long you have known the applicant and in what capacity?</p>	
<p>Are you satisfied that the applicant has the ability and is suitable to undertake the job in question? Please provide any specific comments about the applicant’s suitability for the post, and how s/he has demonstrated that s/he meets the person specification</p>	
<p>Are you completely satisfied that the applicant is suitable to work with children? If not, please provide specific details of your concerns and the reasons why you feel he/she is unsuitable.</p>	
<p>Please provide details of the applicant’s post, and salary;</p>	<p><u>Post Title:</u></p> <p><u>Salary:</u></p>
<p>Please provide specific verifiable comments about the applicant’s performance history, capability and conduct (continue on a separate sheet if necessary).</p>	
<p>Please provide details of any disciplinary procedures the applicant has been subject to in which the disciplinary sanction is current.</p>	
<p>Please provide details of any disciplinary procedures the applicant has been subject to involving issues related to the safety and welfare of children or young people, including any in which the disciplinary sanction has expired, and the outcome of those.</p>	
<p>Please provide details of any allegations or concerns that have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people, and the outcome of those concerns e.g. whether the allegations or concern was investigated, the conclusion reached, and how the matter was resolved.</p>	

If you feel that there is any other relevant information please include this (continue on a separate sheet if necessary)	
--	--

Signed.....

Position.....Date.....

**Appendix 3
SD2 Form**



Essex County Council

**Disclosure of Criminal Convictions / Cautions /
Reprimands / Bind overs**

(Spent and Unspent)

Self Disclosure Form (SD2)

Please read carefully the accompanying notes and then enter any convictions and cautions below.

Please enter NONE if applicable

Offence	Date of conviction / caution / reprimand / bind over	Sentence
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Please list below details of any pending prosecutions

Please enter NONE if applicable

Court to which summoned	Appearance date offence	Alleged
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I certify that i) I have read and understood the attached guidance notes; ii) to the best of my belief, the information I have entered is true and I understand that any false information or failure to disclose criminal convictions will result, in the event of employment, in a disciplinary investigation by the County Council/Governing Body, and is likely to result in dismissal.

Name (please use CAPITALS):

Signature:

Date:

Post applied for:



Essex County Council

**Disclosure of criminal convictions / Cautions / Reprimands / Bind Overs
(Spent and Unspent)
Notes of Guidance**

1. It is the Governing Body's policy to require all applicants for employment and volunteers to disclose any previous 'unspent' criminal convictions. In addition, you are required to disclose any reprimands, bind overs and any cautions which have not expired or any pending prosecutions.
2. In addition, as the post for which you are applying is one that will give you substantial unsupervised access to children and young people it is covered by The Rehabilitation of Offenders Act 1974 (Exceptions) Orders from time to time enacted and in force. You are therefore required to disclose 'spent' as well as 'unspent' criminal convictions, cautions or reprimands or bind overs and any pending prosecutions against you.
3. The information you provide (by completing the form) will be treated as strictly confidential and will be considered only in relation to the post for which you are applying.
4. Disclosure of a conviction, caution, reprimand, bind over or pending prosecution does not necessarily mean that you will not be appointed; a person's suitability will be looked at as a whole in the light of all the information available, and in accordance with the Governing Body's on the employment of ex-offenders, a copy of which can be obtained from the Governing Body. A main consideration will be whether the offence is one which would make a person unsuitable to work in the capacity of the post applied for.
5. A conviction includes:
 - (a) A sentence of imprisonment, youth custody or in a young offenders institution;
 - (b) An absolute discharge, conditional discharge, bind over;
 - (c) a fit person order, a supervision or care order, a probation order or community punishment order or an approved school order arising from a criminal conviction;
 - (d) Simple dismissal from the Armed Forces, cashiering, discharge with ignominy, dismissal with disgrace or detention by the Armed Forces.
 - (e) Detention by direction of the Home Secretary;
 - (f) Remand centres, secure training centres or in secure accommodation;
 - (g) A suspended sentence;
 - (h) A fine or any other sentence not mentioned above.
6. A caution is a formal warning about future conduct given by a Senior Police Officer, usually in a Police Station, after a person has admitted an offence. It is used as an alternative to a charge and Positive Prosecution.
7. A Reprimand has replaced a Caution for young people under 15. A young person given a second formal warning about future conduct is then given a formal warning.
8. A Bind over is an order which requires the defendant to return to Court on an unspecified date for sentence.
9. All driving offences must be declared.
10. Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept or do any work in a 'regulated position'.
11. As the post for which you are applying falls within the category for which a criminal record disclosure is required, if you are selected for appointment, you will be required to apply for an enhanced Criminal Records Bureau (CRB) disclosure. A refusal to make such an application could prevent your employment. Any information provided by the CRB will be kept securely whilst it is being considered and will then be destroyed. No record will be kept relating to any specific offence identified by the disclosure.
12. Failure to disclose convictions, cautions, reprimands or bind overs and any pending prosecutions may, in the event of employment result in dismissal or disciplinary action by the Governing Body.
13. Posts subject to enhanced CRB disclosures will require a disclosure through ECC, irrespective of the fact that they may have already obtained a disclosure through another Registered Body.

**PLEASE COMPLETE THE FORM AND RETURN IT TO THE SCHOOL IN A
CONFIDENTIAL ENVELOPE.**

Appendix 4
Request for Lists and Indices Check

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STRICTLY PRIVATE AND CONFIDENTIAL
REQUEST FOR LISTS & INDICES CHECK

IMPORTANT

PLEASE COMPLETE THE FOLLOWING INFORMATION. IF A FAX NUMBER IS NOT ENTERED THEN THE CHECKS WILL BE SENT TO YOU BY POST.

FROM: _____

FAX NUMBER: _____

DATE: _____

To: Disclosure Unit

Tel: 01245 436338, **Fax:** 01245 436091, **Email:** Disclosure@essexcc.gov.uk

The person(s) listed below will only be checked with the information provided.

Full Name of Applicant
Any other previous Forenames (including nicknames).....
Any other previous Surnames.....
Applicants Date of Birth.....

Full Name of Applicant
Any other previous Forenames (including nicknames).....
Any other previous Surnames.....
Applicants Date of Birth.....

This message (including any attachments) is intended only for the recipient(s) named above. It contains confidential or privileged information and should not be read, copied or otherwise used by any other person unless express permission is given. If you are not the named recipient, please contact the sender immediately. Unauthorised recipients are requested to preserve confidentiality. It is the recipient's responsibility to ensure that appropriate measures are in place, sent in confidence for the addressee only.

Appendix 5 Proof of Identity for CRB

Short-listed applicants for all posts will be required to provide proof of identity by producing the original of the following documents with the completed CRB application form.

One document from Group 1 plus any two others from Groups 1 or 2.

Group 1
Valid passport (any nationality)
UK issued Driving Licence (either photocard or paper) A photocard is only valid if presented with the counterpart licence. A Provisional Licence is now accepted by the CRB as a Group 1 document
Original UK Birth Certificate (issued within 12 months of date of birth) (full or short form acceptable)
UK Firearms licence
EU photo identity card (EU countries only)
UK HM Forces ID Card
Adoption Certificate
Group 2
Marriage certificate/Civil Partnership Certificate
Non-original UK birth certificate (issued after 12 months of date of birth) (full or short form acceptable)
Foreign Birth Certificate (accepted if stated in the English language or translated into English and stamped by a Public Notary)
UK P45/P60 statement**
Utility bill (electricity, gas, water, telephone (inc mobile phone contract / bill))*
TV Licence**
Credit card statement*
Store card statement*
Mortgage statement **
insurance certificate**
Certificate of British nationality
Work permit/visa**
Correspondence or a document from: UK Central/Local Government/Government Agency/Authority giving entitlement, the Benefits Agency; the Employment Service or the Inland Revenue.
Financial statement (e.g. pension, endowment, ISA)**
Vehicle registration document
Mail order catalogue statement*
Court claim form**
UK NHS Card
Addressed payslip*
National Insurance number card (only accepted if card does not state 'this is not proof of ID) – both sides of the NI card must be seen and copied.
Exam certificate (e.g. GCSE, NVQ)
Benefit book** - child allowance or pension
Connexions card

*Documentation should be less than three months old

** Documentation issued within the past 12 months

Appendix 6

CRB Requirements

This appendix clarifies the recruitment and vetting checks that should be carried out on staff in schools/academies, including volunteers, contractors, supply staff, governors & visitors.

In line with the DCSF requirements introduced in January 2007, all schools/academies should be keeping and maintaining a single central record of recruitment and vetting checks. The list will record ALL staff employed and will include casual staff, supply staff, volunteers, governors who also work as volunteers and those who provide additional teaching or instruction for pupils but who are not staff members (e.g. sports coaches).

All staff mentioned should be placed on the single central record whilst they are working in the school/academy. People can be removed from the SCR when they have left employment or ceased to come into work – however, they must be placed back on the list if they come back. You would of course then need to re-complete checks as necessary.

Existing staff

Schools/academies are currently not required to carry out a CRB check for existing staff who were in post before the establishment of CRB, which was introduced in March 2002. However, schools/academies should have carried out an ISA List (List 99) check and should record that on the single central record.

There are exceptions to this though, and they are –

- They have concerns about the person's suitability to work with children, or
- An individual moves to a post that involves greater contact with children than their previous post did and in their previous post it did not require a CRB Enhanced Disclosure.
- All employees are, however, required to declare any convictions or cautions which arise during the course of their employment. This is set out in the statement of written particulars which require any caution or conviction which arises during the course of employment to be declared.

Existing staff changing posts within their school, who have not had a break in Local Government Service of more than three months and have had an Enhanced CRB check, (regardless of how long ago that CRB check was carried out), do not need to be re-checked when changing posts in their staff.

If an employee has not had an Enhanced CRB Check (i.e. started prior to 2002 before CRB was introduced) and then changes posts within their school, they will need to have an Enhanced CRB Check.

Staff moving between schools/academies in Essex

Essex LA recommend that if an applicant moves between schools in Essex the school may accept the disclosure, only if they have not had a break in Local Government Service of more than three months; has an enhanced disclosure that was issued in respect of a post working with children; the disclosure was issued through the Essex County Council umbrella body of the CRB in the last 2 years, then the school may accept this disclosure and are not required to seek a new disclosure.

For Academies, the Essex LA recommends that if an applicant moves from a school to an Academy in Essex, the Academy will need to carry out a CRB Enhanced Disclosure on the new employee.

However, schools/academies should verify the previous disclosure by completing a Verification Form and send to the Disclosure Unit. On receipt schools/academies should confirm that on the single central record.

New staff

The School Staffing (England) (Amendment) Regulations 2006 and the intended School Staffing (England) (Amendment) (No 2) Regulations 2006 make it mandatory for CRB Enhanced disclosures to be obtained on all newly appointed school staff. The Model Funding Agreement contains similar provisions for Academies. This includes those who do not work directly with children, for example administrative staff, caretakers and other ancillary staff.

Schools/Academies must also ensure that the person is who he or she claims to be. They must ask to see proof of identity such as birth certificate, driving licence, or passport combined with evidence of address, before an appointment is made. Some form of photographic identity should be seen except where for exceptional reasons none is available. Proof of identity is also required to undertake the CRB disclosure.

Overseas staff

Overseas staff must undergo the same checks as for all other staff in schools/academies. This includes a CRB Check and List 99 checks, although those overseas staff who have recently arrived in the country, the CRB check is unlikely to provide any trace. Schools/academies should still ask the Disclosure Unit to check their name against 'the lists'. Once the applicant has an address in the UK, a CRB check should be carried out.

CRB Disclosures will not generally show offences committed by individuals whilst living abroad. Therefore, in addition to an enhanced CRB Disclosure, additional checks such as obtaining certificates of good conduct from relevant embassies or police forces are necessary.

Foreign Language Assistants

The British Council have an agreement between a number of countries that allows Foreign Language Assistants to come over and work in schools/academies on a temporary basis. The individual will have to provide with their application a police clearance certificate/s from their country of origin. Foreign Language Assistants should undergo the same checks that all other staff in schools undergo. Once the applicant has an address in the UK a CRB should be carried out.

Volunteers

The CRB definition of a volunteer is "a person who is engaged in any activity which involves spending time, unpaid (except for travelling and other approved out-of-pocket expenses), doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives".

The DCSF recommend that schools/academies do not check volunteers who are continuing with their old duties, unless there is cause for concern.

For new volunteers, it is recommended that schools/academies should consider obtaining an enhanced CRB disclosure, where the volunteering is regular and involves contact with children.

The DCSF use regular to mean: three or four times in a thirty day period, or once a month or more, or overnight.

In coming to a decision headteachers/principals should consider the following –

- The duration, frequency & nature of contact with children
- What the school/academy knows about the volunteer, including formal or informal information offered by staff, parents or other volunteers
- Whether the volunteer is well known to others in the school/academy or community who are likely to be aware of behaviour that could give cause for concern
- Whether the volunteer has other employment, or undertakes voluntary activities where referees would advise suitability and
- Any other relevant information about the volunteer or the work they are likely to do.

Contractors

Children should not be allowed in areas where contractors are working, not least for health and safety reasons, so these workers should have no contact with children. However, it may be impossible to control this and there may be occasions when contractors do come into contact with children (for example when walking on & off site).

Therefore, schools/academies should ensure arrangements are in place to make sure that any contract staff that come into contact with children are checked by the contractor in the same way as other employees.

All contractors should sign in and sign out when visiting the premises and identity checks must be carried out by the school/academy on the first day. This should be recorded on the single central record.

Schools/academies may sometimes have difficulty obtaining written confirmation from the contractor that they have satisfactorily completed the relevant checks and if this is the case, they can decide to carry out the relevant checks themselves with approval from the contractor and individual.

An exception to this is whereby a contractor is on the site who has a meeting scheduled with the headteacher/Chair of Governors or other employee. As this is a one-to-one meeting and will involve no unsupervised contact with children written confirmation that the satisfactorily checks have been carried out is not needed. However, if that said person then has contact with children, they should not be left unattended and should be supervised at all times on the school site.

PFI & other Contractors

PFI contract staff (for example caretakers & catering staff) must be checked by the contractor in the same way as school employees (i.e. with a CRB Disclosure), and such requirements form part of the contract. The outcomes of such checks must be notified to the Local Authority/School/Academy.

The contractor is also responsible for ensuring that the same procedures are followed by any sub-contractor. The contractor must provide the Local Authority/School/Academy with a list of its employees and those of any sub-contractor at least 20 days before they start work on site.

Supply Staff

Before taking on a member of supply staff provided by the supply agency, the school/academy will need written confirmation from the Supply Agency that it has satisfactorily completed the relevant checks. The school/academy does not need to carry out or see the checks itself except where there is

information contained in the CRB Disclosure. However, identity checks must be carried out to confirm that the individual arriving at the site is the individual that the agency intends to refer to them.

Where supply staff are employed directly, the school/academy must complete all relevant checks as for other employed staff.

Governors

In line with other volunteers, governors in positions that include regular work in the presence of children, or who care for, train, supervise or are in sole charge of children should be asked to obtain an Enhanced Disclosure from CRB.

The guidance under the Volunteers section should be applied in making a decision whether a Governor should have a disclosure.

In addition, any governors giving cause for concern should also be asked to obtain an Enhanced Disclosure. All others should be asked to sign a declaration confirming their suitability to fulfil the role.

Visitors

It is not necessary to obtain a CRB Disclosure for visitors who will only have contact with children on an ad hoc or irregular basis for short periods of time. However, it is good practice to ensure that visitors sign in and out, and are escorted whilst on the premises by a member of staff, or appropriately vetted volunteer.

SCITT

SCITT is a practical one year course for local graduates who want to develop a teaching career in Primary Schools. The ITT Partnership will carry out all the appropriate checks for individuals on the SCITT programme. Schools should obtain written confirmation from the ITT Partnership that it has satisfactorily completed the relevant checks.

GTP (Graduate Teacher Programme)

This is an on-the-job training programme that allows graduates to qualify as a teacher while they work. These graduates work towards gaining Qualified Teacher Status (QTS). It would be the responsibility of the school to carry out the appropriate checks for individuals on the GTP. ITT Partnership will ask to see evidence that those checks have been carried out.

For further information on either SCITT or GTP, contact the ITT Partnership on 01279 451854 or visit www.essexteachertraining.co.uk.

Work Experience (16 years & under)

The same practices should be applied as in the visitor section above. It would not be necessary to obtain a CRB Disclosure for a pupil on work experience from another school/academy. However, it is good practice to ensure that a pupil on work experience signs in and out and are escorted whilst on the premises by an appropriately vetted member of staff, or volunteer.

Work Placement (over 16 years of age)

An individual may have already done some work experience at a school/academy but doing a work placement whilst in higher education is entirely different. An individual could also approach the school/academy direct, to gain experience prior to a course. A work placement will give the individual practical experience in a school environment.

Therefore, work placements must undergo the same checks as for all other staff in schools/academies. It would be the college or university's responsibility to carry out those checks and the school/academy would need written confirmation that those checks have been carried out. However, if the individual approaches the school/academy direct, they would have to carry out the relevant checks.

Staff from other schools/academies

If a member of staff from one school/academy is attending another for a training day it would be sufficient for the host establishment to receive reassurance from the substantive one that the relevant checks have been carried out but they should not be left unsupervised with children. However, the host establishment should still carry out identity checks on the individual arriving at the premises and they should sign in and out.

The same would also apply for a member of staff attending another establishment for a longer period (i.e. one day a week for 8 weeks).

If a member of staff has been in post prior to 2002 when CRB was introduced and has not changed posts in all that time so has not needed a CRB check, you would still need reassurance from the substantive establishment that the relevant checks have been carried out.

The host school/academy could not refuse to have the member of staff in their school.

Local Authority staff

Individuals such as psychologists, nurses, dentists, centrally employed teachers and other public sector staff will have been checked by their employing organisation, whether Local Authority, Primary Care Trust or Strategy Health Authority. It is not necessary for schools/academies to see their CRB Disclosure as appropriate checks will have been carried out. Schools/academies will however want to check identity and any other checks currently carried out to ensure impostors do not gain access to children.

Schools/academies therefore simply need to see the individual's official ID badge (or other ID) and record on their Single Central Record that the person is a public sector employee and that ID has been seen.

Sport Coaches / Music Tutors etc (also known as Adults other than Teachers)

It is often the case nowadays that Sport Coaches, Music Tutors etc will be employed to cover classes. Some of these will be self employed, some through a third party provider and some through the LA. For further details please see below.

LA Staff

If they are employed through the LA (i.e. Music Services) please refer to the Local Authority staff section above.

Third Party Providers

If they are employed through a third party provider (e.g. a football club), it should be the third party that carries out the relevant checks and the school will need written confirmation from the third party that all relevant checks have been carried out.

It is important that schools/academies ascertain that the types & levels of checks that these providers undertake are the checks that are required by the school/academy (i.e. an enhanced CRB check).

Self employed

This may cover a wide variety of posts in schools/academies. It would be the responsibility of the self employed person to ensure all relevant checks have been carried out. The school/academy should check the certificate and verify identity. It is recommended that schools/academies only accept CRB's less than 2 years old. The school/academy should only carry out the CRB out if the individual genuinely can not get one any other way. If the school/academy carries out the check then it is portable between Essex establishments in the normal way.

**Appendix 7
Validation Sheet**

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STRICTLY PRIVATE & CONFIDENTIAL
Request Form for Disclosure Verification

To: Disclosure Unit

Essex County Council, P.O. Box 11, Chelmsford, Essex CM1 1LX
Tel: 01245 436338
Fax: 01245 436091

From:

Tel:
Fax:

I confirm that I have seen the certified full Disclosure in support of the verification, and that the information provided is complete and true.

Signed.....Print name.....Date.....
(To be signed by person checking Disclosure)

Full Name of Applicant:

Date of Birth of Applicant:

Disclosure Number:

Issue Date of Disclosure:

Position Applied for:

(Please complete even if Applicant is a Voluntary Helper)

Reason for Request:

I hereby give my permission toSchool/College to verify my Disclosure details.

Answer to your Request:

Do you hold any additional information relating to the above Disclosure:

Yes we do hold additional information

No we do not hold any additional information

..... **(Counter signatory's Signature)..... (Date)**

3. All forenames should be entered with one blank box between each name
4. If they have put an X in the YES box they should have completed 5-13 as applicable. Dates should be entered as 6 digits i.e. MMYYYY. *Ensure the dates match up (i.e. there are no gaps).*
14. Date of Birth – this should be entered as 8 digits i.e. DDMMYYYY. *Check this matches with documents provided.*
15. Gender – there should be an X in the relevant box.
16. Town of Birth – *check this matches with ID documents provided.*
17. Country of birth – *check this matches with ID documents provided.*
18. Email address – this is not a compulsory field so may be left blank.
19. Phone number – this is not a compulsory field so may be left blank.
20. NI Number – if they have put an X in the YES box, check there is a number in 21. *You will need to see evidence and check the number.*
22. Driving Licence – if they have put an X in the YES box, check there is a number in 23. *You will need to see the licence and check the number.*
24. Passport – if they have put an X in the YES box, check that 25-27 are completed.
- 25-27. Passport number, Nationality, Country of Issue – *you will need to see the Passport and check the number.*
You will need to complete the small box headed “registered body use only” to the right of questions 20-25 confirming you have verified the information provided in these questions.
- 28-31. These questions should not be completed. They should be left blank not crossed through.

(b) Current address

- 32-37. Check all the yellow boxes are completed. If the applicants address is the UK they should put “UNITED KINGDOM”. Dates should be in 6 digit format i.e. MMYYYY. If the date is less than 5 years ago – they should complete 38-49.
You will need to see evidence of current address and complete the small box headed “registered body use only” to the right of question 37 confirming you have verified the current address.

(c) Other addresses

- 38-49. The applicant should complete this section if they have not lived at their current address for 5 years. The applicant should enter details of all other addresses they have lived at in the last 5 years. If additional space is required you should give them an official continuation sheet (available from the CRB website). If the applicant has lived overseas they should, put OVERSEAS in the first line of the address and the dates. Dates should be in a 6 digit format i.e MMYYYY. *Check there are no gaps between the dates and that the full 5 years is covered.*

(d) Applying for registration with ISA

- 50-54. These questions should not be completed. They should be left blank not crossed through.

(e) Declaration

55. Convictions – there should be an X in one of the boxes.
56. Signature – check the signature is contained within the confines of the box.
57. Date – ensure the form is dated in an 8 digit format i.e. DDMMYYYY

The applicant should not have completed any further sections. The school should complete these as follows.

(w) Evidence of identity

- 58-59. Enter the name of the person checking documents and put an X in the YES box.

(x) Apply for a CRB check

If a CRB check is also needed complete this section. When applying for an ISA check it is recommended that you always apply for a CRB.

60. Put an X in the YES box
 61. Position applied for – enter post title using CRB/DU guidance
 62. Organisation name – enter the full school name
 63. Level of check – always put an X in the enhanced box.
 64. Entitlement to know if the applicant is registered to work with children – put an X in the YES box.
 65. Entitled to know if the applicant is registered to work with vulnerable adults – put an X in the NO box (unless applicant is working in a special school with pupils' age 19+).
 66. Working with children/vulnerable adults at applicants' home address – usually this will be an X in the NO box.
 67. New employee, existing employee or existing being re-checked. If you tick existing employee and have applied for ISA it will be rejected until the relevant phasing period. It is OK to put an X for an existing employee if you are just applying for a CRB check (although you should not generally be CRB checking existing employees – they will be CRB'd as part of the ISA phasing by 2014).
 68. Volunteer? Put an X in the relevant box. YES for volunteers and governors. This must match what applicant has put at 53.
- (y) **Do not complete this section – DU will do this.**
- (z) **Do not complete this section – DU will do this.**

Evidence of identity – the list of acceptable documents is as now – see DU/CRB website. Schools will still need to complete the Disclosure Unit Document Evidence Sheet and Validation Sheet and submit these with the CRB application to DU. These forms are available on the DU website on infolink. Once they see how its working hopefully the Validation Sheet will be discontinued.

Appendix 10

Guidance for applicants on completion of ISA form

Please use the following guidance to help you complete the CRB Application Form. This should be read in conjunction with the instructions on the form which should also be read carefully. It is essential that the form is completed correctly otherwise your application will be delayed. This may in turn delay when you start work/volunteering.

You must complete all of the yellow boxes. If you answer 'YES' to any yellow box you must then complete the rest of that section.

(a) Applicant Details

1. Title – put an X in the relevant box or a title in the available boxes
2. Enter your surname
3. Enter all forenames, leave one box between each name
4. If you have ever been known by any other surname(s) or forename(s) (e.g. prior to marriage, you changed your name by deed poll etc). You should put an X in the YES box and complete 5-13 as applicable. Ensure you enter all previous names and the exact relevant dates. These should be entered as 6 digits i.e. MMYYYY.
If you have not ever been known by any other name, put an X in the NO box and go to question 14.
14. Date of Birth. This should be entered as 8 digits i.e. DDMMYYYY
15. Gender – put an X in the relevant box
16. Enter the town in which you were born. This must match with your birth certificate.
17. Enter the country in which you were born. This must match with your birth certificate.
18. If you wish to, enter your email address – use lower case letters if your email address is lower case but ensure you write clearly.
You do not have to complete this field in which case leave it blank – do not cross it through.

19. If you wish to, enter your home or mobile phone number. You do not have to complete this field in which case leave it blank – do not cross it through.
20. Put an X in the relevant box. If the answer is YES go to 21. Otherwise go to 22.
21. If you answered YES to 20, enter your National Insurance Number. You will need to provide evidence of your NI Number for the school to check.
22. Put an X in the relevant box. If the answer is YES go to 23. Otherwise go to 24.
23. If you answered YES to 22, enter your driving licence number. You will need to show your licence to the school for them to check the number.
24. Put an X in the relevant box. If the answer is YES answer 25-27. Otherwise go to 28.
25. If you answered YES to 24, enter your passport number. You will need to show your passport to the school for them to check the number.
26. If you answered YES to 24, enter your nationality as it appears on your passport.
27. If you answered YES to 24, enter the country in which your passport was issued.
28. Ignore this question – leave it blank – do not cross through.
29. Ignore this question – leave it blank – do not cross through.
30. Ignore this question – leave it blank – do not cross through.
31. Ignore this question – leave it blank – do not cross through.

(b) Current address

32. Enter the first line of your address i.e. your house/flat number/name and the name of your street.
33. Enter the town you live in.
34. Enter the county you live in. You do not have to complete this field.
35. Enter your postcode.
36. Enter the Country in which you live. If you live in the UK write “UNITED KINGDOM”.
37. Enter the date you moved into this address. This should be entered as 6 digits i.e. MMYYYY.

You will need to provide evidence of your current address for the school to check. Students may enter their student address or their parents address – in either case addresses for the last 5 years must be recorded.

(c) Other addresses

You only need to complete this section if you have lived at another address to the one you entered in 32-36 within the last 5 years.

38-49. Enter details of all other addresses you have lived at in the last 5 years. If you do not have enough room you must use an official CRB continuation sheet. Ensure there are no gaps between the dates. If you have lived overseas in the last 5 years put “OVERSEAS” in the first line of the address and record the dates.

(d) Applying for registration with ISA

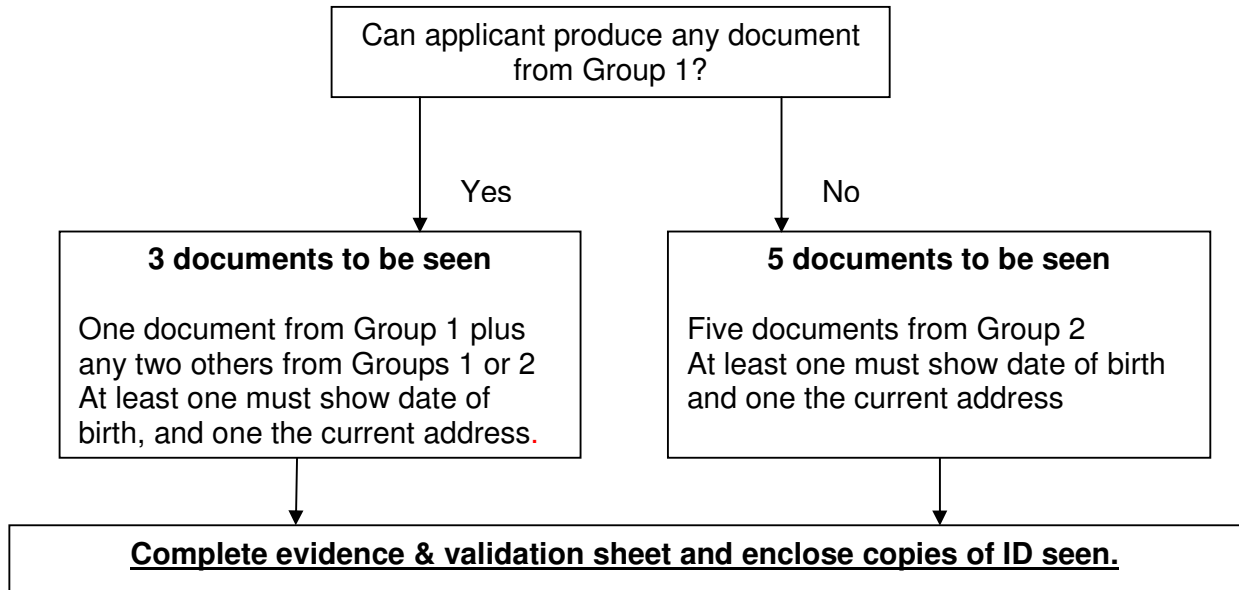
50-54. Ignore this section – leave it blank – do not cross through.

(e) Declaration

55. Put an X in the relevant box.
 56. Sign in the box. Do not let your signature go outside of the lines of the box.
 57. Enter the date you sign the form. This should be entered as 8 digits i.e. DDMMYYYY.
- You must not complete any other sections of the form. Please return the form to your school in person, taking with you the original documents you have been advised to provide by the school.

Appendix 11 CRB Guidance

At least one form of ID submitted must show the applicants current address and date of birth.



All documents must be in the applicant's current name.

Bills or invoices seen must be from different sources, not a Bank Statement and a Credit Card Statement from the same provider.

Checking authenticity of identification documents

Passport

- Check the general quality and condition of the Passport. Treat it with suspicion if it is excessively damaged, 'accidental' damage is often used to conceal tampering.
- Photographs should be examined closely for signs of damage to the laminate or for excessive glue or slitting of the laminate: these signs would indicate photo switching.
- If the photograph appears excessively large, this might indicate an attempt to hide another photograph underneath.
- There should also be an embossed strip embedded into the laminate, which will catch a portion of the photograph. Check there is no damage to this area.
- Check the 'Name' and 'Date of Birth' on the application form matches those given on the Passport.
- Check the pages of the Passport are numbered correctly (follow sequence.)
- Check signature on Passport is similar to signature on the application form.
- Check if surface of Passport is uneven or 'bubbling' on the back cover where the photograph is.
- Foreign Passport
- If the Passport is from a foreign national, you can still follow the same general procedures as above.

Driving Licence with a Photograph

- Examine the licence for evidence of photo tampering or any amendment of the printed details.
- Check the licence date, new photocard Driving Licences came into effect from July 1998.
- Old paper licences were gradually phased out and DVLA ceased issuing in September 1999.
- Check the 'Name', 'Address' and 'Date of Birth' on the Driving Licence match those given on the application form.
- Check the signature on the Driving Licence is similar to that on the application form.
- The photograph should be compared for likeness with the applicant.

Old Style Driving Licence

- Remove the document from the plastic wallet and check that it has been printed on both sides.
- Hold the licence to the light to look for the watermark, which should be visible. Check the licence was issued before September 1999.
- Check there are no punctuation marks in the name or address.
- Examine the licence for evidence of tampering or any amendment of the printed details.
- Check the 'Name', 'Address' and 'Date of Birth' on the Driving Licence match those given on the application form.
- Check the signature on the Driving Licence is similar to that on the application form.

Birth Certificate

- Please ensure that the date of birth and issue date are provided.
- Check the quality of paper used: genuine certificates use a high grade.
- There should be a watermark visible when the document is held to the light.
- Any signs of smoothness on the surface would indicate that the original text might have been washed or rubbed away. There should be no signs of tampering, changes using liquid paper, overwriting or spelling mistakes.
- Check the 'Name' and 'Date of Birth' on the application form matches those given on the Birth Certificate.
- Check the Certificate layout – Birth Certificates changed from landscape to portrait in 1969.

Appendix 12

Assessing positive declarations and Risk Assessment

CONFIDENTIAL: Positive CRB Risk Assessment on _____ being considered for
 [employee] _____ for appointment to the post of/engaged in the position of

The Disclosure Code of Practice requires that employers discuss any matters revealed on a disclosure with the person before withdrawing an offer of employment. A similar process should be conducted for declarations on SD2s. The attached template will provides a framework for that meeting and for the risk assessment should recruitment proceed.

<p>Interview: - Explain that the role involves actual or potential unsupervised access to children and, because a positive declaration/CRB Disclosure has been received, a risk assessment must be undertaken before a decision is made to proceed with employment or not. In these circumstances the candidate is interviewed as part of that assessment process.</p>	
<p>Suggested questions: -</p> <ol style="list-style-type: none"> 1) [In the case of CRB Disclosure], do you dispute the accuracy of the information disclosed? <i>If yes they need to be advised to contact the CRB</i> 2) Can you tell me about your offence(s) 3) How did you feel about them at the time? 4) How do you feel about them now? 5) How can I be sure that you do not present a risk? 6) How is your life different now? 	
<p>Assessing the risk: –</p> <p>Relevance Whether the conviction or other matter revealed is relevant to for the position they are being considered</p> <p>Seriousness The seriousness of any offence or other matter revealed</p> <p>Age of offences The length of time since the offence or other matter revealed and/or the age of the applicant at the time</p> <p>Pattern of offending Whether the applicant has a pattern of offending behaviour or other relevant matters</p> <p>Changed circumstances The circumstances surrounding the offence and the explanation(s) offered by the convicted person. Degree of remorse. [In the case of CRB disclosure] whether the conviction or other matter was declared. Whether the applicant’s circumstance have changed since the offending behaviour.</p>	

Agreed to proceed with recruitment: SIGNED HEADTEACHER: _____ DATE: _____

To be kept on the personal file

CONFIDENTIAL: RISK ASSESSMENT for appointment prior to CRB disclosure being received on [employee] _____ appointed to the post of/engaged in the position of _____

An individual may begin work pending receipt of the CRB Disclosure (except for residential workers) but the headteacher must ensure that the individual is appropriately supervised and that all other checks have been completed. Similarly, not all volunteers will require a CRB check. In both of these cases a Risk Assessment should be undertaken.

1) Has an appropriate, full recruitment process been undertaken with application form and interview (staff) or appropriate engagement process (volunteer)?	YES / NO
2) Have appropriate references been received?	YES / NO
3) Has an ISA List check been undertaken?	YES / NO
4) Has the CRB application form been completed by the individual and school and sent off? (where applicable)	YES / NO
5) <i>Has an SD2 self-declaration been completed?</i>	YES / NO
6) <i>Have any declarations been discussed with the individual?</i>	YES / NO
7) <i>What safeguarding risks have been identified?</i>	e.g. unsupervised access to children <i>(if other particular risks then detail also)</i>
8) <i>What measures will be undertaken to manage the risk?</i>	e.g. <ul style="list-style-type: none"> • They will not be left unsupervised with children. • Additional appropriate supervision arrangements will be put in place. • Monthly management reviews will be undertaken. <i>(give appropriate details and if other measures then detail also)</i>

SIGNED HEADTEACHER: _____ DATE: _____

To be kept on the personal file

Appendix 13 Right to Work in the UK

Schools should ask all prospective employees to present their documents before they begin working for you. You should not make presumptions about a persons right to work in the UK on the basis of their background, appearance or accent.

The table below provides you with examples of evidence that could be provided as evidence of right to work in the UK:

List A	Documents which show an ongoing right to work
	<ul style="list-style-type: none"> • Passport showing that the holder is a British citizen or a citizen of the United Kingdom and Colonies having the right to abode in the UK. • A passport or national identity card showing that the holder, is a national of a European Economic Area country or Switzerland*. • A residence permit, registration certificate or document certifying residence issued by the Home Office or the Border and Immigration Agency to a national of an EEA country or Switzerland*. • A permanent residence card issued by the Home Office or the Border and Immigration Agency to the family member of a national of an EEA country or Switzerland*. • A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
	<ul style="list-style-type: none"> • An official document issued by a previous employer or Government agency which contains the permanent National Insurance number and name of the person (i.e. A P45, P60, National Insurance number card). <p>If a person provides an NI card as evidence, you must also check and copy one of the following documents:</p> <ul style="list-style-type: none"> • An immigration Status Document issued by the Home Office or the Border and Immigration Agency • A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holders/adoptive parents • A birth certificate or adoption certificate issued in the Channel Islands, Isle of Man or Ireland • A certificate of registration or naturalisation as a British citizen • A letter issued by the Home Office or the Border and Immigration Agency to the holder which indicates that the person named is allowed to stay indefinitely in the UK.

*All nationals from European Economic Area (EEA) countries and Switzerland are free to live and work in the UK.

List B	Documents which show a right to work for up to 12 months
	<ul style="list-style-type: none"> • A passport or travel document endorsed to show that the holder is allowed to stay in the UK and is allowed to do the type of work in question, provided that it does not require the issue of a work permit. • A Biometric Immigration Document issued by the Border & Immigration Agency to the holder which indicates that the person named can stay in the UK and is allowed to do the work in question. • A residence card or document issued by the Home Office or the Border & Immigration Agency to a family member of a national of a EEA country or Switzerland. <hr/> <ul style="list-style-type: none"> • A work permit or other approval to take employment issued by the Home Office or the Border & Immigration Agency <p>If you are planning to employ someone on a work permit, you may be involved in making an application and will have received direct notification from the Border & Immigration Agency of the success of that application. If you have made your application while the employee is in the UK, then the Border & Immigration Agency may notify you with a letter of permission.</p> <p>Along with the actual permission from the Border & Immigration Agency for the person to take the employment in question, you must also ensure that the work permit applicant has been given leave to enter or remain in the UK.</p> <p>This will be in the form of a:</p> <ul style="list-style-type: none"> • Passport or another travel document endorsed to show the holder is allowed to stay in the UK and is allowed to do the work in question. • A letter issued by the Home Office or the Border & Immigration Agency to the holder or the employer or prospective employer confirming the same.

The following documents are not acceptable as evidence of right to work in the UK:

- A Home Office Standard Acknowledgement Letter or Immigration Service Letter which states that a asylum seeker can work in the UK;
- A passport describing the holder as a British Dependent Territories Citizen which states that the holder has a connection with Gibraltar;
- A short (abbreviated) birth certificate issued in the UK which does not have details of at least one of the holders parents;
- A permanent National Insurance number when presented in isolation;
- A card or certificate issued by the Inland Revenue under the Construction Industry Scheme;
- A full or provisional driving licence issued by the Driver and Vehicle Licensing Agency;
- A temporary NI number beginning with TN, or any number which ends with the letters from E to Z inclusive;
- A licence provided by the Security Industry Authority;
- A document check by the Criminal Records Bureau;
- A bill issued by a financial institution, or a utility company.

For more detailed information on the evidence of right to work in the UK please refer to <http://www.ukba.homeoffice.gov.uk/>.