

A. Pre-Employment Checks for Safeguarding Appointments

The table below provides a list of pre-employment checks applicable for safeguarding appointments. The type of pre-employment check required is dependent on the role and setting the employee will be working in.

Types of Pre-employment check	Further details	Applies to
Right to Work in the UK	<p>To check if someone can work in the UK, and find out what documentation needs to be provided and copied, please access the tool below:</p> <p>Link to: Right to work in the UK tool</p>	All employees
References and conduct information	<p>The purpose of references is to verify the accuracy of the information provided at application stage and for the organisation to be satisfied the person is of good character and has a history of good conduct. In many cases, the referencing approach forms part of the regulated safer recruitment practices.</p> <p>The approach to referencing may vary depending on employment history and the sector the individual will be working in,</p> <p>As a minimum, 2 satisfactory references are required prior to appointment, or a reference that covers a minimum of a 3 year period.</p> <p>For those working in an education setting, the references must be requested prior to interview so any issues / gaps can be discussed at interview.</p> <p>For health and social care roles, CQC support a referencing approach that covers a minimum of 3 years of employment, (where applicable).</p> <p>Additionally, efforts should be made to ensure that where it is reasonably practicable, satisfactory evidence of conduct is received where the individual has previously been employed in a role concerned with the provision of services relating to— (a)health or social care, or (b)children or vulnerable adults. For example, this evidence could be in the form of a further reference, or a appraisal document etc.</p>	All employees
Occupational Health Clearance	Outlining the fitness for the candidate to work in the role and any reasonable adjustments to accommodate the appointment.	All Employees
Proof of relevant qualifications	The qualifications needed to undertake the role as outlined in the role profile and post specification	All Employees
Teacher Services Checks	Teacher Services Checks are needed prior to employing a teacher. They cover	Teaching Roles only

	<ul style="list-style-type: none"> the award of QTS completion of teacher induction prohibitions, sanctions and restrictions that might prevent the individual from taking part in certain activities or working in specific positions <p>Link to: Teacher Services</p>	
Proof of relevant registrations or licenses	<p>Certain roles require registrations or licences before an individual can work in the service.</p> <p>For example:</p> <ul style="list-style-type: none"> CQC registration for health and social care roles HCPC / GSCC registration for Qualified Social Workers and Occupational Therapists <p>If any candidates are under investigation by their regulated body, CCC would normally require the candidate's investigation to conclude and have an outcome before a judgement can be made regarding this pre-employment clearance.</p>	Relevant roles only as outlined in the post specification
DBS Check	<p>Those working in roles that are eligible for a DBS check require DBS check before commencement. Types of check:</p> <ul style="list-style-type: none"> Standard DBS Enhanced DBS Enhanced with barred lists (children's and /or adults) <p>When certificates are received, managers / headteachers should complete Appendix B.</p>	Relevant roles only as outlined in the post specification
<p>Alternative DBS</p> <p>Update Service Check</p>	<p>This check replaces the need for a DBS, but can only be applied to candidates who are registered with the DBS update service. See below for more detail.</p> <p>Update Service consent form is available in Appendix B</p>	Relevant roles only as outlined in the post specification
Statement of good conduct	<p>The DBS cannot access overseas criminal records. Where a candidate has spent time living or travelling abroad it is the applicants' responsibility to obtain a Record of Good Conduct from the appropriate country. Failure to do so may result in any offer of employment being rescinded. Advice must be sought from People Management/HR Provider</p> <p>Link to: How to apply for a statement of good conduct</p> <p>This check may be needed in addition to a DBS check.</p>	Posts requiring a DBS Check
<p>Interim Check</p> <p>DBS Adult First Check</p>	<p>This can be used in exceptional circumstances only, to confirm whether a person can start work, under supervision before the results of the enhanced check are received. People Management / HR Provider must be consulted in these circumstances and approval for this check must be signed off by the Assistant Director /</p>	Roles eligible for an enhanced DBS check with Adults barred list only

Head teacher. See below for more detail.
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The DBS Update Service

The DBS Update Service is an online service which enables employers, with the individuals' permission, to carry out free status checks on an individual's DBS certificate. The check will indicate whether there has been any change in the individual's criminal record status since their last DBS certificate was issued. If there has been a change, the employer can request the individual completes a new DBS check.

If an individual wishes to subscribe to the Update Service they have up to 30 days to apply online from the issue date of their DBS certificate or once they receive the application form reference number and pay an annual subscription charge. There is no subscription charge for volunteers. Children's residential staff are required to register with the Update Service and therefore their subscriptions will be reimbursed.

The Council/School will ONLY accept a copy of a DBS certificate obtained through a previous employer where the individual has subscribed to the Update Service and their DBS certificate relates to their Update Service registration.

When offering an appointment, the manager/Headteacher should ask individuals if they are a member of the Update Service and if so:

- Confirm that their original DBS check covers the needs of the role (e.g. If they registered with the update service under a barred adults check, and the new role needs a barred Children's check, the update service cannot be used and a new DBS is needed)
- request that the individual provides their consent for the Council / School to check their Update Service status by completing the form which is available at Appendix B
- send the DBS Verification form to the Service Centre /HR Provider so the Update service check can be undertaken.

Further information is available at <https://www.gov.uk/dbs-update-service>

DBS Adults First

New members of staff who are going to work in regulated activity with adults can begin work before their DBS certificate has arrived, using the 'Adult First' system. However, in order to progress with this type of check managers must demonstrate that the safety of people using the service would be put at risk if there were delays in recruitment. This would only be the case in exceptional circumstances and authorisation from the Assistant Director is required.

Additionally, the following safeguards must be in place prior to the receipt of the full DBS check:

- An appropriately qualified and experienced member of staff will supervise the individual.
- Wherever it is possible, this supervisor is on duty at the same time as the new worker, or is available to be consulted; and
- New workers do not escort people away from the premises unless accompanied by a member of staff for whom a full and satisfactory DBS certificate has been received.

The applicant must complete a DBS application form and pass it to a counter signatory in the normal way, asking for an Adult First check.

There is no equivalent 'quick check' of the children's barred list so an Adult First check is not appropriate if a person intends to work with both children and adults.