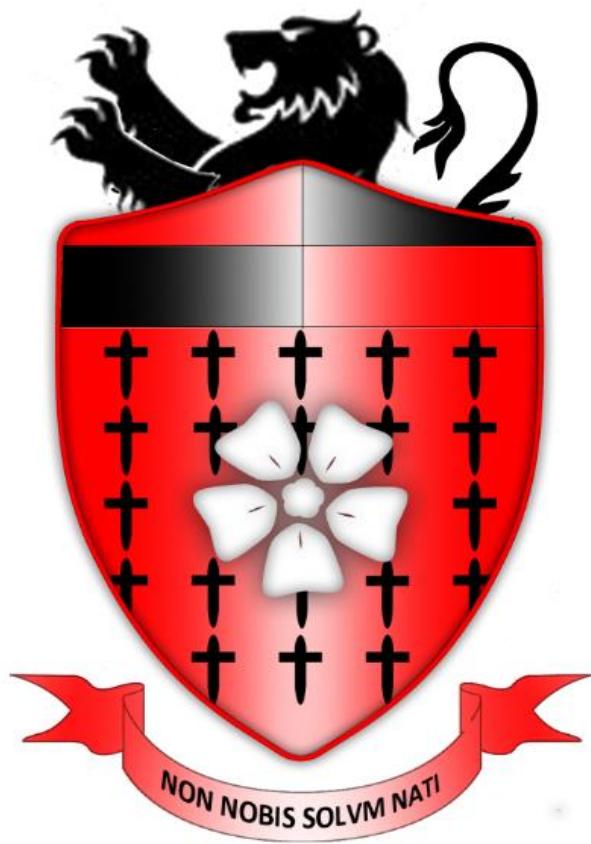


# Hornsea School & Language College



## Pre-Employment Checks Procedure (incl. Criminal Records Check)

## **Pre-Employment Checks Procedures** **(Including Criminal Records Check and Safeguarding Checks on Overseas Applicants)**

HSLC is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees to share this commitment. All posts are subject to a safer recruitment process, in line with KCSiE, which includes enhanced criminal records and barring checks, scrutiny of employment history, robust referencing and other vetting checks, including online searches of shortlisted candidates.

### **Employment References**

Where possible, and when the candidate has given permission for these to be obtained, references will be requested prior to the interview. A minimum of two references will be required for all external appointments.

A reference must always be sought from the current or most recent employer/manager. If an applicant is not currently working with children or vulnerable adults, but have previously done so, a reference will be sought from their most recent employer with these groups.

References are not accepted from relatives or friends writing solely in this capacity.

A standard pro forma will be used to request references and a job outline and employee specification for the post supplied. Referees will be reminded in the covering email that they have a responsibility to ensure the reference is accurate, does not contain any material misstatement or omission and they should provide relevant factual content that could be discussed with the individual.

It should be noted that there is no legal requirement to provide a reference unless so stated in the individual's contract of employment. In the event that a referee refuses to write a reference, the reason for this must be investigated and an alternative referee sought.

### **Disclosure and Barring Checks**

All employed posts are subject to an enhanced criminal records and barring checks. These checks are carried out using the online secure site, provided by ERYC. To enable the check to be processed, all preferred candidates will need to provide the required ID documentation, as detailed [here](#).

The Manager must wait for the result of the DBS check to ensure the candidate is suitable before offering the post. An offer of employment cannot easily be withdrawn if a disclosure should reveal information making the candidate unsuitable.

HSLC will normally carry out its own DBS check on prospective new employees, unless the individual is a member of the DBS Update Service with a disclosure at the appropriate level and for the correct workforce (child). Where the individual is a member of the DBS Update Service and has a disclosure appropriate for the new post, they must produce their original disclosure certificate, evidence of identity to confirm they are the individual named in the disclosure and sign a consent form to allow the Council to undertake an initial status check and annual checks thereafter to confirm the disclosure is suitable for re-use.

Further information on DBS checks is available by contacting the Disclosure Service within Employment Services on (01482) 391219, email [disclosure.service@eastridings.gov.uk](mailto:disclosure.service@eastridings.gov.uk)

## **Safeguarding Checks on Overseas Applicants**

In addition to the requirement for a DBS check, overseas applicants should be asked to produce a 'certificate of good conduct' obtained from their home country or the embassy in the UK. If such a certificate is not available, particular care should be taken with the other pre-employment checks, e.g. references.

In cases where the successful applicant is a UK national but has lived or worked abroad for a period greater than three months in the previous five years, they should also be required to obtain a 'certificate of good conduct' from the home embassy of the country in which they have been resident.

Further details on how to obtain this can be found [here](#).

## **Pre-employment Checks**

An offer of employment must not be made until the following pre-employment checks are received:

- Two satisfactory references;
- Verification of the applicant's identity;
- Verification of the right to work in the UK;
- Verification of original qualifications;
- Satisfactory DBS disclosure including checks against the barred lists for work with children or vulnerable adults;
- Verification of professional status where required, e.g. QTS;
- Online Search (further details can be found in the Online Search Procedure (Appendix 1))

While awaiting the pre-employment checks, the applicant must only be told that they are the preferred candidate and that an offer will only be made on completion of all pre-employment checks, including DBS check.

## **Offer of Post**

Once all checks are satisfactory the Manager can verbally inform the successful candidate of their job offer and agree a start date. The HR Manager will confirm the offer in writing and Employment Services will prepare and send the letter of appointment and Statement of Main Terms of Employment to the employee.

## **Appendix 1- HSLC Online Check Guidance**

### **Background and Guidance**

With effect from 1 September 2022 a requirement for online checks has been included in Keeping Children Safe in Education. The requirement can be found in KCSIE as follows:

#### *Part 3 - Safer Recruitment*

*Shortlisting – Paragraph 221 which states:*

*"In addition, as part of the shortlisting process schools and colleges should consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview."*

The ERYC Safeguarding in Education Team has continued to liaise with the DfE for further information on online searches and what is expected of schools. They have also been involved in a multi-sector working group with the DfE, Local Authorities, recruitment / employment sector and other interested parties. The DfE position, and therefore the Safeguarding Consortium's position, continues to be that:

- an 'online search' is not a 'social media search' – searching applicants' social media activity can introduce discrimination and bias; it can also encourage recruiters to seek information covertly rather than overtly.
- 'should' in statutory guidance means you should do it unless you have a good reason not to. It is difficult to think of any circumstances in which it might not be appropriate to undertake an online check for a post in a school setting.
- the school does not need consent to carry out the search however, the applicant has a right to know beforehand that an online search will be conducted if they are shortlisted. This will be done through our recruitment documentation.

HSLC will work in accordance with the DfE and Safeguarding Consortium's position.

### **How will we conduct an online search?**

The check will be conducted by a senior, appropriate member of staff who is not involved in the recruitment process. This is to ensure impartiality. The nominated person is currently our Deputy IT Manager. There are parameters in place to ensure that the online checks are consistent, as judgements on appropriateness and professionalism could be subjective.

### **What sites will we check?**

We will use two different search engines, for example Google, Bing, LinkedIn or Yahoo.

### **What are we looking for?**

Only information or evidence which is relevant to an individual's suitability to work with children should be considered. Any information which does not raise any question about a candidate's suitability to work with children must not be considered. Examples of any incidents or issues to be considered are as follows:

- Any content that is extremist in nature or demonstrates support for such views or beliefs;
- Shared views of a discriminatory nature;
- Information available online that contradicts information within the candidate's employment history as shared on their application form;
- Information alluding to cautions or convictions such as those published in the press;
- Images or information that brings their professional integrity into question.

Any information determined to be of concern or requiring further exploration will be shared with the Headteacher by HR and may be explored further with the applicant at interview.

### **Recording the search**

The person completing the search will complete the written template record and will forward this to the HR Manager. The written record will be retained in line with our GDPR policy. The online search date will be recorded on the SCR for the successful candidate.