



# The GTA Safer Recruitment for Employment Process Policy

This policy applies to all members of GTA (including staff, learners, volunteers, parents/carers, and visitors) who access the GTA.

Document Ref	CP5.2
Version	1.5
Issue Date	09/03/2024
Reviewed Date	09/03/2024
Next Review Date	01/08/2024

Signature:

Approved By:

J. Mace

Position:

CEO

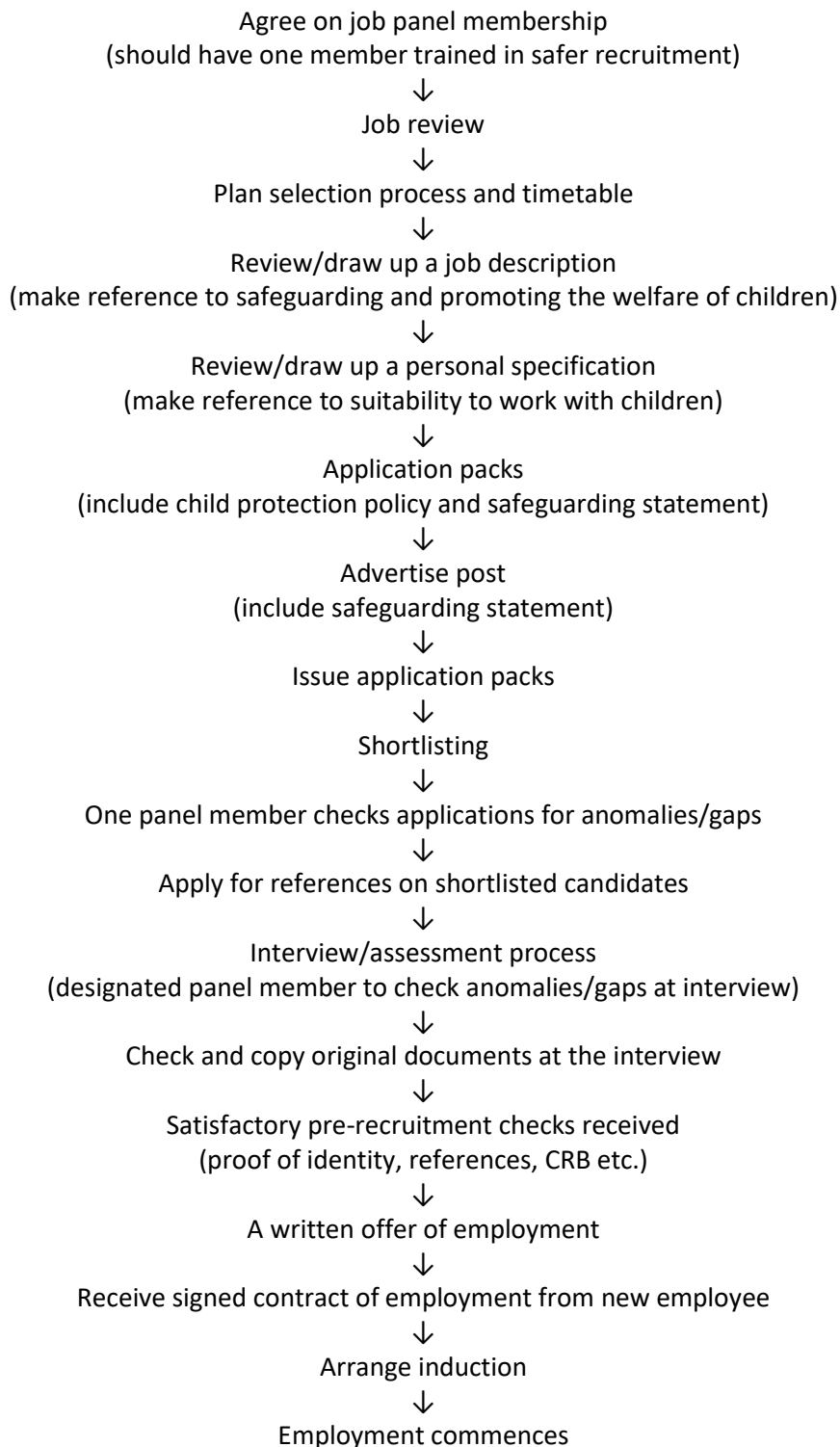
Issue Date:

09/03/2024

## Contents Page

Appendix 1 – Process for Safer Recruitment Vacancy.....	Page 3
Appendix 2 – Pre-recruitment checklist.....	Page 4
Appendix 3 – Acceptable Identity Documents.....	Page 5
Appendix 4 – DBS Risk Assessment Pro-forma: Employees and Volunteers.....	Page 7

## Appendix 1 - Process for Safer Recruitment Vacancy



## Appendix 2 Pre-recruitment checklist

Pre-recruitment checks must be completed by the service manager or the most senior employee involved in the recruitment process.

The following documents should be received, and copies/details kept in the successful applicant's personnel file.

No offers of employment should be made until the following have been received:

- two written references, one from current/last employer and/or one from previous employer when worked with children, plus one other reference
- proof of identity (please see checklist for accepted documentation)
- proof of qualifications
- proof of registration to a professional body
- CRB Disclosure, if required

Documents completed and received	Please tick
Job description & person specification	
Completed application form	
Two written references: current/last employer on headed paper	
CRB form	
Proof of identity *	
Permission to work in this country (Asylum & Immigration Act)	
Proof of qualifications *	
Proof of registration to professional body*	
P45 or P46	
Bank details	
New Worker Registration Document (EU Accession States) **	

<b>I confirm that I have had sight of the originals of the documentation</b>	
Signature	
Print name	
Post Organisation	

\* Originals must be seen, and copies taken for file

\*\* Please see the Acceptable Identity Documents list for details of EU Accession States (New Worker Registration Scheme) These are Poland, Latvia, Hungary, Lithuania, Slovenia, Czech Republic, Estonia, and Slovakia. Romania and Bulgaria are also Accession States; however, their citizens are subject to work permit requirements to work in the UK.

### **Appendix 3: Acceptable Identity Documents**

It is acceptable to provide one document from Group 1, or two documents from Group 2 as proof of identity.

#### **Group 1**

- Valid passport (any nationality);
- UK driving licence (either photo or paper);
- Original UK birth certificate (issued within 12 months of the date of birth);
- Valid photo identity card (EU countries only);
- UK firearms licence.

#### **Group 2**

- Marriage certificate;
- Valid TV licence;
- Valid vehicle registration document;
- National insurance number car;
- Connexions card;
- Certificate of British nationality;
- Exam certificate (GCSE, NVQ);
- Valid NHS card;
- Bank or building society statement (less than three months old);
- Utility bill (electricity, gas, water, telephone, mobile phone contract/bill) (less than three months old);
- Addressed payslip (less than three months old);
- Credit card statement (less than three months old);
- Correspondence or documentation from the Benefits Agency, the Employment Service, the Inland Revenue, or a local authority (less than three months old);
- Store card statement (less than three months old);
- Non-original UK birth certificate (issued after 12 months of the date of birth (full or short form));
- P45/P60 statement (issued within last 12 months);
- Mortgage statement (less than three months old);

- British work permit/visa (less than three months old);
- Financial statement (e.g. pension, endowment, ISA) (less than three months old);
- Court summons (less than three months old);
- Child benefit book (less than three months old);
- Work permit/visa (less than three months old).

**Appendix 4: DBS Risk Assessment Pro-forma: Employees and Volunteers**

This form is to be used when the commencement of employment is being considered prior to a satisfactory Disclosure and Barring Service Disclosure being obtained. Please tick and date when completed. Record all follow-up actions and comments.

	Complete	Action	Date
<b>Pre-recruitment Checks</b>			
Application form checked for gaps and anomalies			
Two satisfactory references received			
Completed CRB form submitted to HR/manager			
Proof of ID obtained and copied			
Permission to work in the UK checked and documented			
Original qualifications seen and copied			
Check of the agency's dismissal register undertaken with satisfactory results			
Check the professional registration body with satisfactory results			

<b>Safeguarding Checks</b>			
<b>If an employee has disclosed previous convictions/cautions please consider the following:</b>			
The candidate has made you aware of the nature of conviction/caution and you do/do not feel this poses a risk to the safety of children and staff/volunteers			
The conviction/caution does not automatically bar candidates from working with children			

<b>For all employees please consider the following questions:</b>			
Does the post require unsupervised access to children?			

In the course of such duties can the employee observed or supervised by another who has been checked?			
Does the post require employees to work in a remote/out-of-sight location?			
Does the employee have access to keys that grant unsupervised access to the building out of hours?			
Will the employee be providing personal care to children?			
Will the employee be responsible for escorting children to the toilet?			
Will the employee be residing with children for any period of time?			
Will the employee have the potential for contact with children away from the organisation or outside working hours?			
Does the employee live on-site?			
Is training required for others in relation to supervising the employee?			
Does the employee require supervision prior to the return of satisfactory DBS Disclosure?			
Has a satisfactory Disclosure and Barring Service Children Barred List check been completed by HR/manager?			



I confirm that I have considered the risk to children, staff and volunteers of allowing this person to be employed prior to receipt of satisfactory DBS Disclosure.

I am willing/not willing for them to commence employment subject to any conditions outlined above.

Signature:

Print name:

Position:

Date: