



**Greenhead College  
Corporation**

# **Pre-Employment Vetting Policy**

*Reviewed September 2021*

## Policy Statement

Greenhead College has created a culture of safe recruitment and adopted recruitment procedures that help deter, reject or identify people who might pose a risk of harm to children.

The Senior Leadership Team/Human Resources will act reasonably in making decisions about the suitability of the prospective employee or other individual based on pre-employment checks and evidence.

All offers of employment (whether paid or unpaid) will be subject to College staff and Governors being satisfied that the applicant or volunteer is a suitable person to work with young people.

### Conditional Offer of Employment – Pre-Employment Checks

When appointing an individual to engage in regulated activity at the College, the appropriate pre-employment checks will be carried out. These checks help identify whether a person may be unsuitable to work with children (and in some cases is legally prohibited from working with children and/or working as a teacher). These checks are an essential part of safeguarding.

All offers of appointment are conditional until satisfactory completion of the following mandatory pre-employment checks:

- Verification of a candidate's identity;
- An enhanced DBS check (including with children's barred list information, for those who will be engaging in regulated activity with children). Please note that when using the DBS update service, candidates still need to provide the College with the original physical enhanced DBS certificate;
- A separate children's barred list check and risk assessment if an individual starts work at the College before the DBS certificate is available;
- Verification of the candidate's mental and physical fitness to carry out their work responsibilities. Applicant may be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role;
- Verification of the person's right to work in the UK;
- If the person has lived or worked outside the UK, additional checks as the College consider appropriate;
- Verification of professional qualifications, as appropriate;
- A check via the Teacher Regulations Agency for candidates who are to be employed to carry out teaching work that they are not subject to a prohibition order issued by the Secretary of State;
- Two references. References will be requested prior to interview, unless candidates specify otherwise. Referees should include candidates current/most recent employer and completed by a senior person with appropriate authority. If the candidate is not currently working with children, one reference should be their employer from the last time they worked with children (if applicable). Referees will be asked whether the candidate has been the subject of any safeguarding concerns.

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