



STANDARD PERSONNEL SECURITY CHECKS - Safer Recruitment

The School carries out Standard Personnel Security verification checks on all new employees. Contractors and consultants with a similar level of access to departmental assets as departmental staff must undergo the same level of checks.

The verification process consists of five separate checks as follows:

- Identity
- Employment history
- Nationality and immigration status
- Enhanced DBS checks and Children's Barred List
- Unspent criminal records

Identity

You should ensure that the identity of any relevant staff and sub-contractor's staff has been verified and that the evidence can be provided to the School on request.

The departmental process for verifying an identity is to request the following information and to check the full name and signature, date of birth and full permanent address against qualifying documents:

- Name
- Date of birth
- Full permanent address
- National Insurance Number or other unique personal identifying number
- Employers' details for the past three years
- Qualifications and licenses
- Educational details and references (where appropriate)
- Permission to work in the UK

Alternative arrangements can be made including the use of commercial agencies if the minimum requirements listed above are met.

Employment History

You should ensure that an individual's employment history has been verified and that the evidence can be provided to the School on request.

You should verify the last 3 years' employment or academic history checking with previous employers, following up references (where required) or using a commercial CV checking service.

Ask for further references if:

- An employer's reference is not available. Get a second personal one from a person of standing in the candidate's community (e.g. a GP, medical practitioner, officer of the armed forces, teacher, lecturer, lawyer, bank manager, civil servant etc.)
- The individual has been in education full time. Get a reference from their academic institution.

- The individual has served in the Armed Forces or Civil Service. Get a reference from their service or department.

Nationality and Immigration Status [If applicable]

You should verify an individual's nationality and immigration status and ensure that they have a right to remain and work in the UK. Evidence must be provided to the School on request.

The minimum requirement for the verification process is as set out in the guidance from the Home Office: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/969123/An_employer_s_guide_to_right_to_work_checks.pdf

Enhanced DBS check

The contractor, or any employee of the contractor, who is to work at the school, must have been subject to an enhanced DBS check including children's barred list information.

Under no circumstances should an employee in respect of whom no checks have been obtained be allowed to work on the school site.

The schools should be able to check the identity of contractors and their staff on arrival at the school.

The contractor must provide the school written notification that they have carried out the checks (in respect of the enhanced DBS certificate, written notification that confirms the certificate has been obtained by either the employment business), on an individual who will be working at the School. If there are disclosures on the certificate, the contractor should notify the school. A risk assessment would be carried out by the headteacher in conjunction with the contractor as to the suitability of the employee to work at the school.

The number and the date of the DBS check will be recorded on the school's Single Central Register. The checks should be carried out every three years.

Unspent Criminal Record

Sole traders must make a self-declaration of any unspent convictions. The School aims to check all declarations through Disclosure Scotland.

You must not supply any individual if they are:

- On probation (in a legal sense.)
- Under a suspended prison sentence.
- Released from prison on parole.
- Still under a conditional discharge.