

## Do the same checks apply when recruiting staff from overseas?

In the case of staff who have lived abroad, if in the opinion of the employer the CRB disclosure is unlikely to provide sufficient information, based on how long the individual has been in the UK then other checks, including obtaining certificates of good conduct from relevant embassies or police forces as appropriate, must be completed prior to the individual starting work or volunteering. The level of information contained in these certificates varies from country to country; some are complete extracts from the criminal record others are partial. **Further information can be obtained by telephoning the CRB enquiry line on 08700 100 450 [www.crb.gov.uk](http://www.crb.gov.uk)**

## What do I do if the disclosure identifies a criminal conviction?

Criminal convictions must be judged in the light of the results of all the relevant pre-appointment checks not just the CRB disclosure. Employers, in conjunction with the registered body or person authorised to receive Disclosure information, must make a judgement about suitability, considering only those offences, which may be relevant to the particular job.

Factors to consider include:

- the nature of the offence(s)
- the nature of the appointment
- the age of the offence(s)
- the frequency of the offence(s)
- whether a candidate disclosed the offence in advance of the CRB checks

For advice contact your registered Body and Human Resources Advisor.

## Do the same standards apply to agency or supply staff?

Yes - Supply agencies should undertake CRB checks for their staff, but it is your responsibility to check and record that they have done this.

## What induction will staff and volunteers need?

All newly appointed staff and volunteers should be made aware of the organisations safeguarding children policies and the identity of staff with designated safeguarding responsibilities. They should also attend safeguarding children training appropriate to their role, be provided with information about safe practice and the expected standard of conduct. A copy of the organisations complaint and whistle blowing policy should also be provided, in addition to any general induction.

All staff working with children should be aware of the Children's Workforce Development Council's Common Induction Standards and any induction developed by the agency must meet these standards. For further information please visit:

[www.teachernet.gov.uk](http://www.teachernet.gov.uk)  
[www.cwdcouncil.org.uk](http://www.cwdcouncil.org.uk)



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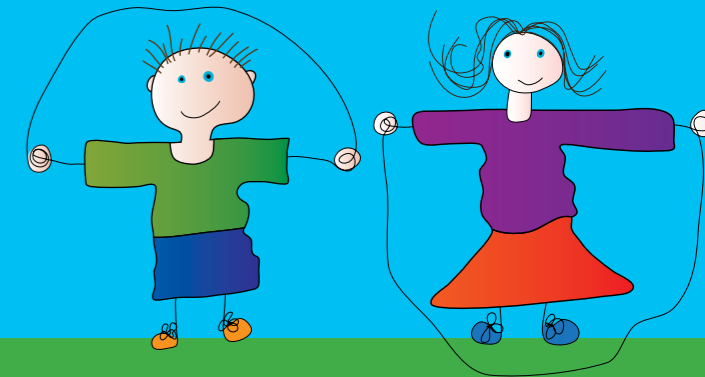
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# Bedfordshire Local Safeguarding Children Board

*Working together to safeguard children*



## A guide to safer staffing Recruitment and selection processes and procedures

## Introduction

This leaflet is designed for those with responsibility for recruiting staff who will work with children. It provides a quick reference guide and must be read in conjunction with Local Safeguarding Children Board Safer Staffing Toolkit and the employing agency's Human Resources Policies.

## What is safer staffing?

Safer staffing is ensuring that recruitment selection and retention procedures are in place that help to deter, reject, or identify people who pose a risk to children. It means thinking about issues to do with child protection and safeguarding and promoting the welfare of children at every stage of the recruitment process and beyond. Employers should monitor their arrangements with contractors and agencies providing staff to work with children.

## What are the features of safer staffing?

The main elements of safer staffing include:

- Ensuring the job description and person specification makes reference to the responsibility for safeguarding children
- Obtaining information on employment history and actively resolving discrepancies
- Obtaining and verifying independent professional and character references
- Having a face to face interview to explore the candidate's suitability to work with children and verifying the successful applicant's identity through documentation that includes

photographic identification

- Verifying the successful applicant's original qualifications
- Verifying the applicant's health and physical capacity for the job;
- Undertaking mandatory checks such as Criminal Records Bureau (CRB).

## What checks need to be undertaken?

It is essential that those who are known to present a risk to children do not gain access to them through work or volunteering. To help identify those who may be a risk, a number of checks are required for those who have unsupervised or regular contact with children.

There are two levels of checks which can be undertaken through the Criminal Records Bureau:

- Standard Disclosures show all convictions together with cautions, reprimands or final warnings; it also includes checks against the Department of Health and Department for Education and Skills lists of people who are unsuitable to work with children.
- Enhanced Disclosure contains all the information provided by a Standard Disclosure, but also includes information on local police records which the police consider relevant to the post, such as investigations which may have not resulted in a conviction.

## Bedfordshire Local Safeguarding Children Board recommend that an enhanced check is obtained for all staff and volunteers who work with children...

For staff and volunteers working in a school an enhanced Criminal Records Bureau (CRB) check is mandatory for all those appointed since May 2006.

New regulations from May 2006 require all those employed on a designated site i.e. a school to be subject to an enhanced CRB disclosure.

If staff have a break in their employment contract or voluntary service for longer than 3 months a re-check must be undertaken.

## Can a member of staff start work without a CRB disclosure?

Ideally, a CRB disclosure should be obtained before an individual starts work. Where this is not possible, the employer must undertake a risk assessment. In all cases, the disclosure must have been applied for and all other recruitment checks completed. The employer MUST ensure the individual will have no unsupervised contact with children pending the satisfactory completion of checks.

## What checks must I have on file for all new staff?

As line manager you must make sure that for all staff appointed since April 2002 (who have contact with children), the following checks have been undertaken and that a record of this is on their personnel file, which is accessible to their manager.

- Evidence of the CRB disclosure including unique number and date CRB outcome received
- Two References - (one from existing or last employer) verifying one of the references by telephone.
- Health Clearance
- Application Form
- Evidence that academic and vocational qualifications have been checked and verified
- For staff appointed after October 2006 a check against documentation providing photographic identification is also required.
- Explore gaps in employment history

CRB is only part of recruiting staff that are safe and fit to work with children as CRB can only reveal information or convictions that are known.

