



Safer Recruitment Policy

Bringing talent to life...

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1 Introduction

- 1.1 Walsall College aims to recruit and develop skilled and motivated employees who will deliver an outstanding service to the local community. An effective recruitment and selection process is key to achieving this goal.
- 1.2 All recruitment and selection processes will comply with the College's legal obligations and responsibilities, under the Equality Act (2010), the Rehabilitation of Offenders Act (1974), and where applicable, Immigration legislation, to ensure that the most suitable person for a job is selected based on their relevant merits and abilities and that no employee/job applicant is unfairly treated on any grounds including:
- Race
 - Religion and belief
 - Sex
 - Sexual orientation
 - Marital and civil partnership
 - Age
 - Disability
 - Gender reassignment
 - Pregnancy and maternity
- 1.3 Walsall College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment, with specific reference to, and in accordance with, the Keeping Children Safe in Education 2024 guidance for Schools and Colleges. This Policy and Procedure has been developed in line with those guidance and recommendations.
- 1.4 The College's Safer Recruitment policy is designed to:
- i. Safeguard and protect all children and young people by implementing robust safer recruitment practices.
 - ii. Ensure an inclusive recruitment process that values diversity, promotes equity, inclusion and belonging and eliminates discrimination.
 - iii. Identify and reject applicants who are unsuitable to work with children, young people, and vulnerable adults.
 - iv. Respond proactively to concerns about the suitability of applicants during the recruitment process.
 - v. Address concerns that may arise regarding the suitability of employees after they begin their role.

- 1.5 The College supports work-life balance through flexible working arrangements, subject to role requirements and organisational needs. While this is not directly related to safeguarding, our commitment to staff well-being is an essential part of our recruitment and retention practices.
- 1.6 All recruitment will follow all relevant employment legislation that is in place at the time of recruitment.
- 1.7 Human Resources (HR) is responsible for overseeing all aspects of the recruitment and selection process, ensuring that it is conducted fairly, consistently, and in line with safer recruitment, equality, and diversity principles. HR also provides guidance and support to ensure compliance with legal and safeguarding requirements.
- 1.8 Line Managers are responsible for making recruitment decisions based on objective criteria and are accountable for ensuring that all stages of the recruitment process, from shortlisting to final selection, are conducted with transparency, fairness, and in line with College policies. They are also tasked with identifying any safeguarding concerns and ensuring that the induction process supports new hires in understanding and upholding the College's values, safeguarding standards, and commitment to equity, diversity, inclusion and belonging.

2 Background and Purpose of Policy

- 2.1 This policy aims to provide fair and equitable access to employment opportunities for all applicants, both internal and external, in alignment with Walsall College's commitment to equity, diversity, inclusion and belonging. By ensuring efficient, responsive recruitment methods, the College supports a diverse workforce capable of meeting the needs of the community. This policy also upholds safer recruitment principles and best practices, including rigorous vetting and barring processes, to safeguard children, young people, and adults at risk of harm
- 2.2 The Disclosure and Barring Service (DBS), introduced on 1 December 2012 through the *Safeguarding Vulnerable Groups Act 2006* and the *Protection of Freedoms Act 2012*, plays a critical role in reducing the risk of harm to vulnerable groups. In compliance with KCSIE and legal requirements, Walsall College ensures that all employees in relevant roles undergo the appropriate DBS checks. In line with the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975*, we consider spent and unspent convictions when relevant to safeguarding, ensuring that any criminal record checks balance safeguarding obligations with fair consideration of applicants' past.
- 2.3 Our recruitment, selection and appointment practices are designed to comply fully with all relevant safeguarding legislation and ensure that individuals are appropriately vetted before undertaking any regulated activity. The DBS scheme defines the type of work as regulated activity. The defined roles stated within the DBS Policy, which are carried out by employees at Walsall College will meet the definition of regulated activity and our practices must comply with the legislation.

- 2.4 The barred list checks are an additional safeguarding check and part of a wider framework of safer recruitment practices. It enables the increased monitoring and review of criminal record related information and intelligence. It does not remove the need for DBS Disclosures, nor does it remove the need to develop and apply robust recruitment procedures, including checking identity, qualifications and references, and enquiring into career history.
- 2.5 Reference made to 'children and young people and young people' refers to those under the age of 18 years old. For further information please refer to Walsall College's Child Protection Safeguarding Policy available on the SharePoint.
- 2.6 The term 'adults at risk of harm' refers to people aged 18 years old and over who may need or receive community care services by reason of mental health or other disability, age or illness and who may be unable to take care of themselves or protect themselves against significant harm or exploitation. For further information please refer to Walsall College's Adults at Risk of Harm Safeguarding Policy.

3 Scope

- 3.1 This policy aims to set out the recruitment and selection processes currently used by Walsall College.
- 3.2 This policy will usually apply to the recruitment of all employees to Walsall College.
- 3.3 The College reserves the right to vary the typical process in response to specific recruitment difficulties, operational requirements or to meet our responsibilities to safeguard children and young people and adults at risk of harm.
- 3.4 The engagement of Agency workers and consultants is covered by the 'Engagement of Agency workers & Consultants Guidelines'.
- 3.5 The recruitment and management of volunteers is covered by the 'Recruitment and management of volunteers' Guidelines'.

4. Safer Recruitment Training

- 4.1 All employees who are involved in the recruitment and employment of staff should undergo Safer Recruitment training. Every interview panel must have at least one member who has received Safer Recruitment training. Refresher training is available, and all employees will be expected to keep themselves up to date with current practice.

5. Reviewing an Existing Vacancy

- 5.1 Before initiating recruitment for a new or replacement position, the manager should first assess if the role remains necessary. This may include evaluating whether any existing roles or team structures could be adjusted, or if the position's duties and responsibilities are still aligned with current priorities and needs. Only after thorough consideration, and if these adjustments do not meet the staffing requirements, should the manager proceed with formally seeking approval to recruit.

- 5.2 Prior to submitting an authority to recruit form for approval to recruit, the manager should undertake a full review of the job profile in order to clearly define the basic details of the job and define the education, qualifications, knowledge, experience, skills and abilities required by the postholder with any other requirements needed to perform the role in relation to working with children, young people and adults at risk.

6. Advertising

- 6.1 Vacancies anticipated to last for six months or more at the time of recruitment will typically be advertised both internally and externally. The decision to advertise a position internally only, or both internally and externally, will be made in consultation with relevant stakeholders, in line with recruitment policy and operational needs.

The following are examples, but not an exhaustive list, of potential exclusions to 6.1;

- i. When an employee acquires a disability or health condition, reasonable adjustments, as defined by the Equality Act 2010, including consideration for redeployment to a suitable vacant position, will be explored to support their continued employment.
 - ii. If existing employees are at risk of redundancy and redeployment to a vacant post would enable them to remain in employment.
 - iii. If there is a need to transfer an existing employee to an alternative role in accordance with the Capability or Disciplinary Policy.
 - iv. If external recruitment would jeopardise the retention, development or promotion of existing professional, technical or other scarce employee resources.
- 6.2. It is the responsibility of HR to place all the College's adverts in relation to job vacancies. Advertising requirements will vary greatly depending on the kind of post that has become vacant. However, all external adverts will be placed on the Walsall College website as a minimum. If an appropriate level of response has not been identified, then further adverts may be placed. The College also reserves the right to close a vacancy early if sufficient applications have been received.
- 6.3. When a vacancy is advertised internally only, existing employees will be eligible to apply. Agency workers should also be made aware of vacancies. These adverts will also appear on the Walsall College website identified as "Internal Applicants Only".
- 6.4 From time to time, the College may use an executive search agency for very senior or specialist roles.
- 6.5 All documentation should be inclusive and free from discriminatory language. Human Resources will review content prior to publication to ensure it aligns with our commitment to equality and diversity.

7. Application Process

- 7.1 Applicants will be asked to complete a Walsall College application form to demonstrate how they meet the criteria for the post.

Walsall College require all applicants to provide :-

- Personal details – current and former names, current address and national insurance number
- Details of their last employment and reason for leaving
- Full employment history including education, voluntary work and including any reasons for gaps
- Qualifications
- Details of references
- Personal statement of qualities and experience

- 7.2 All applications should be submitted through the online recruitment system. Applicants who require the application in an alternative format or need adjustments to support their application process are encouraged to contact Human Resources. Walsall College requires a completed application form and does not accept a Curriculum Vitae as a substitute.

8. Shortlisting

- 8.1 During the shortlisting process, personal and sensitive details provided in the application form will remain confidential and accessible only to Human Resources. Shortlisting will be based on competencies, skills, experience and qualifications, as outlined in the person specification. All applications, whether internal or external, will be evaluated consistently against the same criteria. Shortlisting will normally be conducted by at least two-line managers, with scoring aligned to Walsall College's established scoring criteria.

- 8.2 Internal candidates will not be guaranteed interviews, and their applications will be short-listed in the same way as all other candidates.

- 8.3 Any candidate who has disclosed a disability on their application and meets the essential criteria for the role will be guaranteed an interview. Human Resources will oversee this process and will only notify the shortlisting manager of a candidate's disability status

after shortlisting is complete. When an applicant with a disability meets the essential criteria, they will be included in the selection process, and the relevant line manager will be informed. Reasonable adjustments will be provided throughout the recruitment process to ensure an inclusive experience for applicants with disabilities. Additionally, all applicants will have the opportunity to request any adjustments or support needed for their interview, which the College will strive to provide to ensure equal opportunity.

8.4 Shortlisted candidates will be expected to disclose any criminal record or information that may make them unsuitable to work with children as part of the recruitment and selection processes at Walsall College.

8.5 Human Resources will retain interview documentation for unsuccessful candidates in line with GDPR and retention statements.

9. Pre-Interview Arrangements

9.1 Shortlisted candidates will be given reasonable notice of the date of the interview to allow adequate time for preparation. If the selection process requires candidates to undertake various assessment procedures, candidates will be advised of this in advance.

9.2 The invitation to interview will inform candidates that the interview will explore issues such as their suitability to work with children and young people and adults at risk of harm.

9.3 Candidates who have a disability and may require reasonable adjustments or assistance with access during the interview process are encouraged to inform us in advance. This will enable us to make the necessary arrangements to ensure they are fully supported and can participate in the interview process on an equal footing. All information disclosed regarding a disability will be treated confidentially and used solely to facilitate appropriate adjustments.

10 Interviews

10.1 Interview panels will normally consist of a minimum of two people; the composition of which will depend on the nature of the role and the level of responsibility. At least one panel member will have completed Safer Recruitment Training.

10.2 The aim of the interview is to collect comprehensive information about the candidates in relation to the criteria for the vacancy, select a candidate for the job and communicate further information to the candidate about the College and the role applied for so that candidates may make an informed decision if offered the post.

10.3 Interviews will normally follow a similar structure and will involve:

- Introductions to the panel
- Explanation of the format of the interview structure
- An overview of the College and recruiting
- Faculty/department and the vacancy
- Panel ask their questions
- Panel ask Safeguarding and Prevent questions to ascertain what attracted the candidate to working in the post and their motivation for working with children
- Exploring the candidates' skills and abilities for the role
- Investigating any gaps in employment with the candidate

- 10.4 Each member of the interview panel will independently complete an Interview Assessment Form which will be returned to Human Resources. In order to do this, each panel member will take notes during each interview and score the answer provided by the candidates.
- 10.5 One member of the interview panel will act as Chair, and will be responsible for completing the documentation required by Human Resources to generate the appropriate documentation for the successful candidate.
- 10.6 All original application forms, shortlisting forms, and interview assessment forms for unsuccessful candidates will be kept by Human Resources in line with our GDPR and retention statements. The successful candidate's application form will be placed on the candidate's personal file. All information gathered within the interview will be considered in the decision making.

11 Assessment Tools

- 11.1 The College may require candidates to complete job-related selection tests as part of the selection process where appropriate to ensure a comprehensive assessment of the person specification. Such methods may include:
- Initial Assessments
 - Presentation
 - Written exercise
 - Group exercise
 - Psychometric assessment
 - Student observed micro teach
 - Administrative IT Task
 - Leadership assessment
- 11.2 Psychometric tests, which assess a candidate's skill level or potential for a specific role, and personality assessments, will only be administered by qualified and competent registered practitioners/methods, if applicable.
- 11.3 All candidates required to undertake tests and/or psychometric assessment will be given appropriate feedback.
- 11.4 Selection tests will not be used in isolation in the selection process and will be appropriate for the criteria that need to be assessed.

12 Positive Action

- 12.1 Walsall College is committed to promoting equality of opportunity for all applicants and employees. As part of our commitment to equality and diversity, we may implement positive action measures to support underrepresented groups in the workforce, including those with disabilities, ethnic minorities, and other groups who experience disadvantage or underrepresentation in particular roles or sectors. Positive action may

include tailored recruitment approaches, targeted outreach, or specific support measures during the recruitment process. These actions are designed to create a fair and inclusive environment, ensuring that all candidates are given the support they need to participate fully in the selection process and have equal access to employment opportunities.

13 Interview Expenses

- 13.1 The College will not reimburse expenses incurred as a result of a candidate attending an interview with the College.

14 The Appointment Process

- 14.1 All interviewed candidates will receive notification of the outcome of their selection process.
- 14.2 Unsuccessful candidates may request feedback and should contact Human Resources if they would like to receive this.
- 14.3 Line Managers and/or Human Resources will be responsible for contacting the successful candidate, normally by telephone, to discuss the provisional job offer. Individuals will be invited to attend a pre-employment check meeting with Human Resources prior to any start date being confirmed.
- 14.4 Offers will be conditional until satisfactory completion of pre-employment checks which include:
- Enhanced DBS with barred list check
 - Receipt of at least two satisfactory written references which must be satisfactory in both content and the source of the reference.
 - Medical screening to establish the employee is physically and mentally fit to carry out duties of the role (if required).
 - Verification of eligibility to work in the UK through the provision of defined original document(s) as specified by the Asylum and Immigration Act 1996.
 - Verification and identity and the provision of original documents as required by the Disclosure and Barring Service.
 - Online search
 - If the candidate has worked out side of the UK, in the past 5 years, an overseas check will be conducted
 - Verification of qualifications
 - Prohibition checks (where applicable)
 - Section 128 check if applicable
- 14.5 A failure to disclose a previous conviction (which should be declared) may lead to an application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. Failure to disclose a previous conviction may amount to a criminal offence.

15 Disclosure and Barring implications for appointment decisions

- 15.1 Whilst it is a criminal offence to knowingly employ someone who is barred from working with children and young people or adults at risk of harm in regulated activity, it is possible to allow such a person to work in controlled activity, subject to specific safeguards being in place.
- 15.2 The defined roles stated within the DBS Policy, which are carried out by employees at Walsall College will meet the definition of regulated activity and our practices must comply with the legislation.

An applicant who is aged under 16 will not be able apply for a DBS check

16. DBS Check.

- 16.1 Walsall College will undertake DBS enhanced checks . A clear check against the DBS Barred Children's List, if applicants are working in regulated activity. All new members of staff will be asked to bring in a copy of their certificate before they take up their post.
- 16.2 For all other staff (i.e., contractors) Walsall College will ensure that DBS checks have been conducted and logged on the Single Central Record.
- 16.3 Where candidates are subscribed to the update service Walsall College will ensure that no new information has been added to the check since the last update. Walsall College will ensure that they:
- obtain consent from the individual to view the status of an existing check or enhanced check
 - confirm the DBS certificate matches their identity
 - examine the certificate to ensure it is valid for employment
 - ensure that the check is appropriate for the level of job they will be conducting
- 16.4 If criminal/police information is identified by the DBS Disclosure, a member of Human Resources will discuss this with the person seeking the position. Having a criminal record will not necessarily bar people from working at the College. This will depend on the nature of the position and the circumstances and background of their offences.
- 16.5 For overseas appointees, additional checks will be made against criminal records information from countries where the individual has lived or worked. See Appendix 1 for more information.
- 16.6 If a candidate is to be employed in regulated activity, but is not currently working, checks will be made, including a full reference, with the school, FE College or local authority at which they were most recently employed, to confirm details of their employment and reason for leaving.

- 16.7 If the prospective employee has not provided all the necessary documentation by the intended start date, they will be required to bring them on their first day. If they fail to do so, they will not usually be able to commence work, and their start date will be postponed for a period of up to one week, to enable the pre-employment checks to be completed. If the required documents have not been provided within the week, the College will consider withdrawing the employment offer.
- 16.8 In the event that employees are allowed to commence work pending the return of the DBS Disclosure, this will be subject to satisfactory completion of all other pre-employment checks, a documented risk assessment and the employee being under supervision until receipt of the DBS Disclosure.
- 16.9 On receipt of satisfactory documents specified above, a letter confirming the unconditional offer and start date will be issued.

17. Referencing

- 17.1 References play a central role in the vetting of prospective employees and are used in conjunction with other pre-employment checks to assess suitability for a position. All offers of employment **are conditional** until satisfactory completion of mandatory pre-employment checks.
- 17.2 To satisfy the referencing process for Walsall college the below minimum criteria should be met for references;
1. A minimum of 2* references normally from previous employment
 2. Covering at least the last 3 years of previous employment and/or training
 3. One reference should from the current employer (or most recent)
 4. One reference should be from the individual's most relevant employment (to the role applied for where possible)
 5. Employment references should be completed by a relevant or senior person with appropriate authority
 6. All references must be received from a legitimate source (e.g., they should not be open references, not be from family members or friends)
 7. Online search – to be conducted on publicly available information to identify any potential safeguarding concerns.
- 17.3 References will be requested in writing and will be requested directly from the referee and will not rely on applicants to obtain their own references.
- 17.4 Where references supplied do not meet the above criteria then additional referee details and verification will be required which may include referencing a longer period of employment history.
- 17.5 Verbal references (formal or informal) may be accepted and/or may arise due to following up from requests for further clarification on references received (Ensuring that the identity of the referee is verified). Where it has not been possible to obtain

written responses and to not hold up proceedings a verbal reference may be obtained. A record of the verbal information provided should be kept.

- 17.6 Internal candidates transitioning to roles involving education provision will undergo an internal check
- 17.7 References will be verified for consistency with the candidate's application, including dates of employment, job titles, and reasons for leaving. Any discrepancies or employment gaps will be investigated.
- 17.8 Any concerns identified must be resolved satisfactorily before any appointment is confirmed. Where appropriate the College may wish to seek additional references to help validate a decision to appoint.
- 17.9 In cases where a candidate has difficulty obtaining two separate references, the College will take reasonable steps to secure at least two, including exploring alternative sources. If two references cannot be obtained, the College may proceed with one, provided that checks confirm that the information provided during the process and regarding employment history is not inaccurate, contradictory or incomplete.
- 17.10 If two employer or training references are unavailable, alternative assurances may be sought. These may include considering references from previous roles, character or personal references from non-related individuals with no financial ties to the candidate, and verification of recently used skills. Character references should come from persons of standing in the community (Further guidance about persons of some standing in the community can be found on the gov.uk website)
- 17.11 In such instances as outlined in 17.9 & 17.10, a risk assessment process will be applied to authorise any decision on referencing checks and confirming employment.

18 Single Central Record (SCR) of Recruitment and Vetting Checks

- 18.1 The Safeguarding Children and Safer Recruitment in Education guidance which came into force on 1st January 2007, recommends that in addition to the various employee records which are kept as part of normal business, colleges must also keep and maintain a single central record of recruitment and vetting checks. The College's Single Central Record (SCR) is run and stored with Human Resources **(See Appendix 1)**.
- 18.2 The record must be in place from 1st January 2007 for all employees and other relevant individuals (as set out below) appointed or chosen on or after that date. From 1st April 2007 the record must include all current employees and relevant individuals appointed or chosen from 1st January 2007.
- 18.3 New employees are not normally* (see 16.4) able to commence employment with the College until an Enhanced DBS has been completed and two satisfactory references have been obtained. The new employee also has to provide evidence of their qualifications. To comply with Asylum & Immigration requirements a passport or birth certificate must also be provided prior to employment.

- 18.4 In exceptional circumstances, for those employees that don't have a DBS in place, a risk assessment is completed and authorised by two Senior Managers, in order for them to begin employment.

19 Equity, Diversity, Inclusion & Belonging

- 19.2 Equality and Diversity are fundamental principles that underpin every stage of the recruitment and selection process at Walsall College. We recognise and celebrate the value of diversity, acknowledging that individual differences bring both social and economic benefits to our College community. By fostering a culture of inclusion, we ensure that all individuals are respected and valued, contributing to the overall success of the College.
- 19.3 The College is committed to providing fair and equal treatment for all candidates and employees and will comply with the requirements of the Equality Act 2010, the Public Sector Equality Duty, and the ACAS Code of Practice. We will not tolerate any form of discrimination, whether direct or indirect, based on race, sex, ethnic or national origin, marital status, age, disability, sexual orientation, gender identity, religion or belief, political views, or trade union membership at any stage of the recruitment or employment process. For further details, please refer to the College's Equity, Diversity, Inclusion & Belonging policy.
- 19.4 To support our commitment to equality, Human Resources will monitor the diversity of all job applicants, including data on ethnic origin, gender, age, disability, and marital status. This data will be used to ensure that recruitment practices are inclusive and that we are offering equal access to employment opportunities for all individuals in our community. The information will be used solely for monitoring purposes and will be kept confidential.
- 19.5 Candidates who require documentation or adjustments in an alternative format due to a disability or other needs are encouraged to inform Human Resources in advance. We are committed to making reasonable adjustments to ensure that all candidates have equal access to the recruitment process.

20 Safeguarding Vulnerable Adults

- 20.1 In our recruitment process, we are committed to minimising the risk of involvement in modern slavery, including human trafficking, slavery, servitude, and forced or compulsory labour. By strictly adhering to statutory recruitment requirements outlined in this policy, we aim to prevent any inadvertent association with modern slavery practices. Should we identify any potential victims, we will handle these concerns by promptly reporting them to the relevant authorities and consulting recognised organisations equipped to support individuals affected by modern slavery.

21. Complaints about the Recruitment Process

21.1 Walsall College is committed to ensuring a fair and transparent recruitment process for all applicants. If an applicant believes they have been treated unfairly, discriminated against, or experienced an issue during the recruitment process, they are encouraged to raise their concerns.

21.2 Raising Concerns:

Stage 1: Applicants should contact the Human Resources (HR) department humanresources@walsallcollege.ac.uk to raise any concerns they may have regarding the recruitment process. HR will aim to resolve the issue in a timely and constructive manner, ensuring the process has been conducted fairly and in compliance with the College's policies.

Stage 2: If an applicant feels their concerns have not been addressed satisfactorily after initial discussions, they may submit a formal written complaint. This complaint will be reviewed by the Head of Human Resources or other relevant senior manager with a response normally provided within 10 working days.

22. Review

21.1 This policy will be reviewed annually or in response to changes to legislation, best practice or significant feedback from managers, employees or applicants, whichever is the sooner.

Appendix 1 - Single Central Record of Recruitment and Vetting Checks

The Safeguarding Children and Safer Recruitment in Education guidance which came into force on 1st January 2007, recommends that in addition to the various employee records which are kept as part of normal business, colleges must also keep and maintain a single central record of recruitment and vetting checks. The College's Single Central Record (SCR) is run and stored with Human Resources.

The record must be in place from 1st January 2007 for all employees and other relevant individuals (as set out below) appointed or chosen on or after that date. From 1st April 2007 the record must include all current employees and relevant individuals appointed or chosen from 1st January 2007.

New employees are not able to commence employment with the college until an enhanced DBS has been completed and two satisfactory references have been obtained. The new employee also has to provide evidence of their qualifications. To comply with Asylum & Immigration requirements a passport or birth certificate must also be provided prior to employment.

In certain circumstances, for those employees that don't have a DBS certificate in place at their point of starting, a risk assessment and a separate barred list may be completed and authorised by two Senior Managers in order for them to begin employment.

Checks required:

The Single Central Record must indicate whether or not the following recruitment and vetting checks have been completed:-

TYPE OF CHECK	DETAILS
Identity	Proof of identification should include name, date of birth, address and photographic identity. Main examples of proof of identification may include: <ul style="list-style-type: none">• driving licence

	<ul style="list-style-type: none"> • passport
Qualifications	Qualification confirmation
Children's Barred List	<p>Previously known as List 99. Checks are completed as part of the DBS Enhanced Disclosure.</p> <p>A separate barred list check will be required if the DBS Disclosure remains outstanding at the time the individual begins work.</p>
DBS Check Enhanced	<p>Required for all employees employed at Walsall College</p> <ul style="list-style-type: none"> • Volunteers • Governors • Agency Staff • Student Placements
Right to Work in the UK	<p>All employees are required to produce evidence of entitlement to work in the UK.</p> <p>Further information can be obtained from the UK Border Agency website.</p> <p>Where appropriate these checks are in respect of individuals, who although are UK Nationals or not subject to any immigration restrictions, but have lived outside the UK within the last 5 years.</p> <p>These checks may include:</p> <ul style="list-style-type: none"> • Overseas criminal record check • Obtaining certificates of good conduct from relevant embassies or police forces.
References	Two references are obtained and placed onto personal files.
On line Searches	On line search to be conducted for all new appointments and kept on personnel file
Prohibition checks	Checks on all new / current teaching staff

Section 128 check	Prohibits a named individual or restricts them from participating in the management of a school. This includes Governors and Trustees and leaders.
Childcare Disqualification	For relevant roles

Walsall College must have a record of the following:

- All employees employed to work at Walsall College.
- Agency staff

For the purposes of creating the record of checks for Agency staff provided through a supply agency, Walsall College will need written confirmation from the agency that it has satisfactorily completed the checks described above.

Walsall College does not need to carry out or see the checks itself, except where there is information contained in the DBS Disclosure. However, identity checks must be carried out by Walsall College to confirm that the individual arriving at the college is the individual that the agency intends to refer to them. Walsall College will obtain written confirmation from the agency that all checks are completed and a note of the DBS reference number for the individual is taken.

- Governors that are employed by the Corporation. Human Resources are only required to record their DBS information. Governors do not need a children's barred list check unless they do not engage in regulated activity. Walsall College will also carry out Section 128 checks on school governors as a person who is prevented from participating in the line management of a school or college is also disqualified from being a governor.
- Sub-Contractors have designated contacts within the college who hold information, such as CVs, qualifications, DBS information, etc. As they are employed by external companies; references, qualifications and Asylum & Immigration is the responsibility of their own employer. However, as part of our Quality Assurance processes the designated contact audits sub-contractors, and forwards records to Human Resources on a regular basis.

- Regular contractors are expected to have checks in place, college will require evidence of these checks. The Operations team will ensure that they have a signed declaration from their organisation stating these checks have been undertaken. This will be shared with Human Resources so it can be added onto the SCR. Under no circumstances, should a contractor on whom no checks have been done be allowed to work unsupervised at the college.
- If an individual is self employed, Walsall college will arrange for a DBS check to be raised for them as self-employed individuals are not able to make an application directly to DBS on their account.
- Walsall College will ensure that any work experience placement provider has policies and procedures in place to protect children from harm.
- Trainee and student teachers that are employed by Walsall College will also have enhanced DBS checks carried out and all other checks. If the trainee teacher is fee funded then it is the responsibility of the teacher training provider and Walsall College will ensure that these checks are carried out in the same way contractor and agency checks are carried out.
- All volunteers who are working at Walsall College should not be left unsupervised or allowed to work in any regulated activity without a check. Walsall College will conduct risk assessments which will consider:
 - The nature of the work with children, especially if its constitutes regulated activity
 - What the establishment knows about the volunteer including formal and informal information gathered
 - Whether the volunteer has other employment or undertakes an activity where referees can advise on their suitability
 - Finally, whether the role is eligible for a DBS check

