



ASPIRE ACADEMY

PRE-EMPLOYMENT CHECKS

POLICY AND PROCEDURES

POLICY FIRST ADOPTED AND RATIFIED BY THE TRUST	July 2014
POLICY REVIEWED / REVISED	November 2015
POLICY TO BE REVIEWED ANNUALLY OR AS REQUIRED	

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Date: 2nd November 2015

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CHAIR OF GOVERNORS

INTRODUCTION

The following guidance sets out the requirements and procedures Aspire Academy will use for obtaining pre-employment checks.

The over-arching present requirements for pre-employment checks are contained in the statutory guidance "Safeguarding Children and Safer Recruitment in Education" 2006 (as amended). Additional pieces of legislation relevant to specific checks are set out in the relevant section. The Government has issued a revised draft statutory guidance June 2013 which will replace the 2006 guidance and this procedure takes these new requirements and changes into account.

This procedure also takes account of the new systems introduced on 17/6/13 by the Disclosure and Barring Service and the new police filtering of criminal information introduced 29/5/13 which means that positive DBS certificates no longer contain information about some old or minor offences.

Each section sets out the requirements in respect of employed staff, volunteers and workers/volunteers provided by third parties.

- Where the Academy directly employs a person (or engages them as a volunteer) the Academy will be responsible for carrying out all checks.
- Where the worker is provided by a third party, the Academy will require written confirmation that relevant checks have been carried out.

The Academy will maintain a Single Central Record of the key pre-employment checks it is required to carry out in accordance with statutory guidance. See Appendix 1.

Section 1 provides a table summarising the relevant checks for different workers.

1. PRE-EMPLOYMENT CHECKS AT A GLANCE

 Academy responsibility to obtain / check
 Third party responsibility
 Single Central Record

	DBS & Barring List Certificate Check	Right to work in UK	Overseas checks	Proof of Identity	Self-Declaration (SD1)	References	Certificate of Good Conduct ^{3/4}	Sign in & out	Medical	Qualifications relevant to post
Staff employed/engaged through Aspire Academy										
New staff										
Overseas staff										
Supply staff										
AOTTs (Adults other than Teachers)										
Volunteers (in Regulated Activity) ¹										
Volunteers (not in Regulated Activity) ²										
Staff employed through third party										
Supply staff ³										
Foreign Language Assistants	*									
Contract workers ³ (e.g. PFI)										
SCITT ³ (School/Academy Centred Initial Teacher Training)										
LA Staff (i.e. Essex Music Services)										
Other Providers ³ (i.e. sports centres)										
Other										
Visitors				**						
Work Experience (under 16 years)										

KEY

^{1 2} Regulated Activity as defined in Section 10 of this procedure

³ Academy will receive written confirmation from third party that all relevant checks have been carried out

⁴ Employee to obtain / Academy to check

* Once the applicant has an address in the UK a DBS check should be completed

** Visitors do not need to be recorded on SCR

2. MEDICAL SCREENING

Who:	<ul style="list-style-type: none"> All staff directly employed by the Academy
When:	<ul style="list-style-type: none"> Shortlisted applicants will be sent the Pre-Employment Health Questionnaire. If nothing is declared under Part A, then no further assessment will be required and candidate will be regarded as medically cleared. If something is declared under Part A and Part B has been completed, this will be sent to our Occupational Health service provider requesting a medical screening assessment. <u>A conditional offer will only be made until medical clearance has been received.</u>
How:	Shortlisted applicants: <ul style="list-style-type: none"> Complete Pre-Employment Health questionnaire and return in confidential envelope. Academy decides whether it needs to submit to Occupational Health Service with Request for Pre-Employment Screening.
Source:	<ul style="list-style-type: none"> The Education (Health Standards) (England) Regulations 2003 (as amended). Statutory responsibility of employers to satisfy themselves that individuals have the appropriate level of physical and mental fitness.
Third parties:	<ul style="list-style-type: none"> Third parties are not obliged to carry out the same pre-employment screening for staff.
SCR:	<ul style="list-style-type: none"> Will not be recorded on SCR

2.1 Reasonable Adjustment

Under the Equalities Act 2010 it is not permissible to ask about health and attendance prior to selection other than to establish if reasonable adjustments are necessary to enable to person to participate in the selection process and/or whether the applicant will be able to carry out a function which is intrinsic to the work once reasonable adjustments are in place. Once a candidate is selected a conditional offer will be made and pre-employment medical screening can be carried out if required.

2.2 Medical Clearance

In the event of a referral to the Occupational Health Service an applicant may be required to attend for a medical. This will need to take place before medical clearance can be given and before the person can start work.

In other cases, the Occupational Health Service may indicate that the employee has a disability and make recommendation about relevant adjustments. The Academy will determine if the adjustments can be reasonably made and discuss this with the applicant.

There is a statutory requirement for employers to make reasonable adjustments for disabled applicants and employees and Aspire Academy will not reject an application simply on the basis of a recommendation of adjustments.

3. REFERENCES

Who:	<ul style="list-style-type: none"> All staff directly employed by the Academy Volunteers working regularly
When:	<ul style="list-style-type: none"> Immediately following shortlisting – on all shortlisted applicants
How:	<ul style="list-style-type: none"> Standard format reference request letter Enclose job description / person specification
Source:	<ul style="list-style-type: none"> DfE Statutory Guidance School Staffing Regulations 2012
Third parties:	<ul style="list-style-type: none"> Third parties providing workers are expected to follow the best practice set out in the DfE Safer Recruitment Guidance.
SCR:	<ul style="list-style-type: none"> Will not be recorded on SCR

3.1 How many and from whom

At least two references will be requested for all shortlisted candidates immediately after shortlisting. Ideally references should cover at least the previous 5 years of employment.

References will be obtained on internal applicants.

It is expected that the first referee will be the current employer. Other referees should, where possible, be from another recent employer working with children. Where an applicant does not have a previous employer they should identify a trusted authoritative source, wherever possible with knowledge of the person's interaction with children. Examples may include academic institution, voluntary organisations, church etc. or if this is not possible, references should be obtained from individuals of a professional standing eg doctor

The Academy will not accept references from relatives or from people writing solely in the capacity of friends. Open references will also not be accepted.

In exceptional circumstances, a candidate may present with their application, a good reason not to want their referees to be contacted prior to interview. In such cases the Academy will liaise with the applicant and where they agree to defer, contact the referee immediately after interview and before an unconditional offer of employment is made.

3.2 Format

References will be in writing and specific to the job applied for – “open” references or “testimonials” are not acceptable. Telephone references will always be confirmed in writing.

Reference requests will specifically ask:

- about the referee's relationship with the candidate;
- whether the referee is satisfied that the candidate has the ability and is suitable to undertake the job in question;
- whether the referee is completely satisfied that the candidate is suitable to work with children, and, if not, to provide specific details of the concerns and the reasons why the referee believes the person might be unsuitable.

Referees will also be asked to confirm details of:

- the applicant's current post, and salary
- performance history, capability* and conduct;
- any disciplinary procedures in which the disciplinary sanction is current;
- any disciplinary procedures and the outcomes, involving issues related to the safety and welfare of children, in which the disciplinary sanction has expired, and,
- any details of allegations or concerns related to the safety and welfare of children, except where they have been found to be unsubstantiated, unfounded or malicious. A history of repeated concerns or allegations which have all been found to be unsubstantiated and malicious should also not be included in any reference.

*In accordance with the School Staffing (Amendment) Regulations 2012, employers should specifically ask if the current employer has implemented its capability procedures in respect of the individual within the last 2 years. Any maintained school is obliged to respond to this question. This applies specifically to teachers but may be applied for all staff.

In accordance with the Equalities Act 2010, the Academy will not request information concerning the individual's sickness and attendance record prior to the selection stage. Once the preferred candidate has been selected following the interview, then sickness and attendance records (i.e. period of absence over the last 2 years and number of days absence over the last 2 years) can be obtained from the referee as part of the pre-employment checks.

3.3 Checking References

On receipt, references will be checked to ensure that all specific questions have been answered satisfactorily. If all questions have not been answered satisfactorily or the reference is vague or unspecific, the referee will be contacted and asked to provide written answers or amplification as appropriate.

References will be compared to the details contained in the application form to ensure that the information provided is consistent. Any discrepancies will be taken up with the candidate at, or prior to, interview.

3.4 Access to References

The Data Protection Act allows data subjects to access references about themselves received by the Academy (subject to respecting the confidentiality of third parties), but not those provided by the Academy.

References received from a third person are not exempt from the Data Protection Act. If a reference is held in a way that is covered by the act, any request for access to that information must be considered under the rules of access. An individual can have access to information about them, but may not necessarily have access to information about other people, provided in confidence.

Where the Academy has written a reference for an employee or ex-employee, the individual may request to see a copy of the reference. If someone asks for a copy of a reference the Academy has written about them, the Academy does not have to provide this, due to an exemption within the Data protection Act. However, the Academy will as far as appropriate adopt an open reference policy whereby the information contained within a reference is shared with the individual on request.

3.5 Use of Information

Any information about current or past disciplinary/capability issues will be considered in the circumstances of the individual case. Such information will not be used to automatically discount applicants and will be considered in the overall context of the selection process including all other pre-employment checks, the role and the discussion with the applicant. Cases in which an issue was satisfactorily resolved some time ago, or did not require a formal sanction, and where no further issues have been raised, are less likely to cause concern.

4. QUALIFICATIONS

Qualified Teacher Status (QTS)

Aspire Academy as a free school is not required to employ teaching staff with Qualified Teacher Status (QTS) with the exception of the SEND co-ordinator and the designated lead for children in care. Generally however Aspire Academy expects that a majority of those appointed to teaching posts will have QTS and for those who obtained QTS after May 1999 that they will have successfully completed a statutory induction within the set time period.

5. IDENTITY

Who:	• All staff directly employed by the Aspire Academy, all volunteers, contractors, workers provided by external agencies etc
When:	• Applicants – at interview • Others – on arrival at the premises
How:	• Academy will see and copy original identification
Source:	• DfE Statutory Guidance
Third parties:	• The Academy will check the identity of any worker / volunteer provided by a third party
SCR:	• Will be recorded on SCR

5.1 Verifying Identity

Aspire Academy will check the photo identification (i.e. a driving licence) for anyone who will enter and work on the premises. A copy will be kept on a secure and confidential file for regular visitors so they will not need to reproduce evidence on subsequent visits.

Visitors such as psychologists, nurses, dentists, centrally employed teachers and other public sector staff will have official ID badges.

Visitors such as parents and family members attending events such as parents evenings, or sports days etc are not required to provide identification.

More detailed evidence of identification is required for verification for the right to work in the UK and for DBS checks.

Appendix 4 describes the ID checking processes Aspire Academy will follow and the necessary ID documentation requirements.

There will be no distinction between ID requirements for DBS checks and any other pre-employment check purposes.

6. SELF-DECLARATIONS (SDI)

Who:	• All applicants and volunteers
When:	• Applicants should bring a completed SD1 form to the interview. • Volunteers should complete an SD1 form prior to starting work. • No-one should start work until an SD1 form has been completed.
How:	• Completion of SD1 form
Source:	• DfE Statutory Guidance
Third parties:	• Third parties providing workers to the Academy will be expected to have completed SDIs on these workers.
SCR:	• Will not be recorded on SCR

6.1 Declaration

Academy workers and volunteers are exempt from the Rehabilitation of Offenders Act which means that spent convictions must be declared. All applicants will be asked to self-declare convictions, cautions, pending prosecutions and any current investigations, however this will not negate the requirement for a DBS certificate and barring check.

6.2 Declaration on application forms

All applicants and volunteers should complete an application form and this should include a declaration that they are not disqualified from working with children, or where applicable, subject to sanctions imposed by a regulatory body e.g. Teaching Agency.

6.3 Processing and using information

SD1 forms should be submitted in a sealed envelope, marked private and confidential, to the chair of the selection panel/headteacher, prior to interview/once a volunteer has been provisionally accepted.

The Academy will not automatically reject any applicant on the basis of a self-disclosure. The chair of the panel/headteacher will discuss relevant, positive declarations confidentially with the applicant/volunteer and consider them in the same way as positive DBS Disclosures. In some cases the Academy will not allow the employee to start work until receipt of the DBS check.

The SD1 form will be retained on the applicants' personal file until the DBS certificate check has been processed and an employment decision made. The SD1 will then be destroyed. The information on the DBS certificate will be compared with that on the SD1 form and any discrepancies explored. False declaration may constitute gross misconduct.

7. RIGHT TO WORK IN THE UK

Who:	<ul style="list-style-type: none">All new starters
When:	<ul style="list-style-type: none">Applicants should bring the original evidence to interview. In some cases, checks may be undertaken later but must be before the person starts work.
How:	<ul style="list-style-type: none">Aspire Academy must see evidence of right to work in the UK for all employees prior to them starting work. A list of relevant evidence can be found at Appendix 8.
Source:	<ul style="list-style-type: none">Asylum and Immigration Act 1996 (as amended)
Third parties:	<ul style="list-style-type: none">Third parties are required to undertake the same checks as the Academy
SCR:	<ul style="list-style-type: none">Will be recorded on SCR

The UK Border and Immigration Agency advises employers to carry out checks on all prospective employees in order to avoid claims of racial discrimination. Aspire Academy will not omit completion of checks on the basis that an individual claims or appears to be British and/or EEA Nationals.

A copy of relevant documents will be kept on the employee's personal file.

8. DISCLOSURE AND BARRING SERVICE (DBS) CHECKS

Who:	<ul style="list-style-type: none"> All new staff working in Regulated Activity
When:	<ul style="list-style-type: none"> Check to be carried out on successful applicant / once volunteer is provisionally accepted
How:	<ol style="list-style-type: none"> If the successful applicant already has an enhanced with barring DBS certificate which is less than 2 years old and there has been no break of service exceeding 3 months THEN:- <ul style="list-style-type: none"> The applicant will be asked to subscribe to the DBS Update Service, if he/she is not already. The applicant will be asked to provide appropriate identification (see Appendix 4 for details of approved documentation). The applicant will be asked for their written consent for Aspire Academy to carry out a Status Check. The applicant will be asked for the original copy of their CRB/DBS certificate and the information from this used to carry out an online Status Check. A photocopy of the original will be made and kept on file. Prior to the Status Check being submitted a thorough check will be made that the ID details and those on the CRB/DBS certificate match and that the original CRB/DBS certificate is at the same level as the required Enhanced with Children's Barred list check. If the successful applicant does <u>not</u> have an Enhanced with Children's Barred Check Certificate which is less than two years old or has had a break in service exceeding 3 months THEN:- <ul style="list-style-type: none"> The applicant will be asked to provide appropriate identification (see Appendix 4 for details of approved documentation). The applicant will be asked to complete 'on-line' the DBS check application form. Aspire Academy will send the completed application via its umbrella body to DBS. DBS will send the certificate to the applicant The applicant will be asked to show the original of the certificate so a check on its match with the identification data can take place and so, with written consent from the applicant, Aspire Academy can carry out a status check.
Source:	<ul style="list-style-type: none"> School Staffing (Education) Regulations (September 2003 and 2009, as amended)
Third parties:	<ul style="list-style-type: none"> Third parties are required to undertake the same checks as schools/academies.
SCR:	<ul style="list-style-type: none"> Will be recorded on SCR – including CRB certificate reference number.

8.1 Regulated Activity

- 8.1.1** The definition of Regulated Activity, contained in the draft Statutory Guidance for Schools and Further Education Colleges (which also apply to Free Schools) as it relates to work with children comprises:-

a.	Unsupervised activities: teaching, training, instructing, caring for or supervising children; or
b.	Providing advice / guidance on well-being; or
c.	Driving a vehicle that is being used solely for the purpose of transporting children and their carers/escorts; and
d.	Work carried out in and for the purposes of a limited range of establishments, where that work gives the opportunity to have contact with children.

8.1.2 Definition of “Regularly”

Work under (a) and (b) in the table above, will fall within the definition of Regulated Activity if the same person undertakes it on a regular basis defined as:

- once a week or more often; or
- 4 or more days in a 30 day period; or
- Overnight.

The exception is supervised volunteers (see 10.1.3 below).

Work under c. and d. in the table above falls in the definition of Regulated Activity, even where it is only undertaken once.

8.1.3 Statutory Guidance on supervision of activity which would be Regulated Activity

The DfE draft Statutory Guidance provides criteria for which posts may be excluded from Regulated Activity by virtue of being a supervised activity.

The precise nature and level of supervision will vary from case to case. Aspire Academy will make sure that the supervision in place is sufficient, in their judgement, to provide reasonable assurance for the protection of children.

The law makes three main points:

- there must be supervision by a person who is in regulated activity;
- the supervision must be regular and day to day; and
- the supervision must be “reasonable in all the circumstances to ensure the protection of children”.

The precise nature and level of supervision will vary from case to case, guidance on the main legal points above is as follows:

“Supervision by a person in regulated activity / regular and day to day: supervisors must be in regulated activity themselves. The duty that supervision must take place “on a regular basis” means that supervision must not, for example, be concentrated during the first few weeks of an activity and then tail off thereafter, becoming the exception not the rule. It must take place on an on-going basis, whether the worker has just started or has been doing the activity for some time.”

“Reasonable in the circumstances: within the statutory duty, the level of supervision may differ, depending on all the circumstances of a case. Organisations should consider the following factors in deciding the specific level of supervision the organisation will require in an individual case:

- ages of the children, including whether their ages differ widely;
- number of children that the individual is working with;
- whether or not other workers are helping to look after the children;
- the nature of the individual's work (or, in a specified place such as a school, the individual's opportunity for contact with children);
- how vulnerable the children are (the more they are, the more an organisation might opt for workers to be in regulated activity);
- how many workers would be supervised by each supervising worker. "

In law, an organisation will have no entitlement to do a barred list check on a worker who, because they are supervised, is not in regulated activity.

Aspire Academy will record details of the supervision which takes place on a risk assessment form.

8.1.4 Aspire Academy expects that virtually everyone on the Academy's payroll will be in Regulated Activity. The only people who might be excluded from Regulated Activity are:

- Direct employment in the Academy which does not involve ANY contact with children AND also does not meet the definition of "regularly". We expect this to be very rare (e.g. a casual cleaner working Academy school closure times only);
- Volunteers who are supervised as defined in 10.1.3 above. They may work regularly.

Where it is deemed that a person is not in Regulated Activity, Aspire Academy will ensure that a risk assessment form is completed (see Appendix 7(ii) to record the reasons and where appropriate, the nature of the supervision undertaken.

The other people who will not fall into the category of Regulated Activity are temporary or occasional contractors (i.e. not on a contract of employment with the school) where their work does not include teaching, training or supervising children e.g. building contractor.

8.1.5 A DBS check will be undertaken on overseas workers as soon as they have a UK address. Some countries may provide a certificate of good conduct. Where this is not available, Aspire Academy will take extra care in taking up references and carrying out other checks on a person's background.

8.2 Starting Work Pending a DBS Check

Aspire Academy's Principal will have the discretion to allow an individual to begin work within the Academy pending the outcome of the DBS check, but must ensure that all other checks have been completed.

A risk assessment will be undertaken, and the employee should not usually have unsupervised access to children until DBS check is complete and satisfactory. The degree of supervision for individuals who start work prior to the result of a DBS check being known, will reflect what is known about the person concerned, their experience, the nature of their duties and the level of responsibility they will carry. For those with limited experience and where references have provided limited information the level of

supervision may be high. For those with more experience and where the references are detailed and provide strong evidence of good conduct in previous relevant work, a lower level of supervision may be appropriate.

The nature of the supervision will be agreed between the Academy and the employee and the role of staff undertaking the supervision will be made clear. The arrangements will be reviewed regularly, at least every two weeks until the DBS check is received.

8.2.1 Assessing a Positive DBS Check

Aspire Academy will compare the information to that declared by the applicant/employee on their SD1 form and discuss the Disclosure with the applicant/employee before any final decision is made.

Aspire Academy has a policy regarding the employment of ex-offenders and a Recruitment & Selection Policy Statement which includes the commitment to dealing with positive Disclosures in accordance with the DBS Code of Practice. In accordance with this, all criminal records will be assessed on an individual basis, following discussion with the individual.

Consideration of the offence, needs to take into account the nature, seriousness and relevance and:

- How long ago it occurred;
- If it was a one-off or part of a history (volume);
- The circumstances of it being committed;
- Any changes in applicant's personal circumstances;
- The country where the offence occurred;
- Decriminalisation and evidenced remorse;
- If the offences were self-disclosed or not. A failure to disclose convictions/cautions on an application form or SD2 form are disciplinary offences which may result in dismissal. However, dismissal should not be automatic in these circumstances and the matter should be assessed as set out in this paragraph.

(Serious child related offences are unlikely to be considered against the above and usually result in automatic exclusion from employment).

8.3 Appeals against Disclosure Information

Individuals have the right to query the accuracy of disclosure information through the DBS appeals procedure.

Where an employee registers such an appeal, a decision will need to be made about whether interim action needs to be taken. Where the Positive Disclosure indicates offences which may lead to the withdrawal of an offer of employment or disciplinary action/dismissal, consideration will be given to temporarily suspending the appointment process/employee until the appeal has been processed.

- 8.4** All Disclosure information will be stored securely and processed and destroyed in accordance with the DBS Code of Practice. Access to such information will only be given to those entitled to see it as part of their duties.
- 8.5** It is a term of all Aspire Academy contracts that employees immediately notify the Academy in writing of any offence and the penalty if they are convicted of, or cautioned for, any offence

during their employment. It is also expected that employees will notify the Academy of any relevant pending matters.

8.6 Information Obtained from Other Sources about Offences by Employees

Such information may be discovered from newspapers or other media sources; from other employees (i.e. whistleblowing’); from members of the public or, for some types of employment areas, it may come from the police.

A first step in the case of information provided by third parties other than the police will be to establish the accuracy of the alleged conviction, charge, offence etc. It may well be that the employee has already notified information about the offence/conviction.

If there appears to be no prior management information, an attempt will be made to verify the information with the source and/or police as appropriate. A judgement needs to be made about whether it is appropriate to discuss the information with the employee and advice will be sought from the Academy’s legal and Human Resources services. Where the information received is about an employee having been charged or convicted, then it will normally be in order to raise this with the employee. Where, however, the allegation is of offences that have not apparently been the subject of criminal procedures and may, therefore, be undiscovered, then it may be appropriate to pass the information on in confidence to the police and/or through a child protection referral, or, if the offences are of a financial and employer/job-related nature, the information should be sent to an external auditor, so as not to prejudice covert investigation and evidence gathering.

9. CERTIFICATE OF GOOD CONDUCT (overseas workers only)

Who:	<ul style="list-style-type: none"> Overseas workers (where applicable)
When:	<ul style="list-style-type: none"> Prior to confirming offer of employment
How:	<ul style="list-style-type: none"> Contact the embassy or High Commission of the country in question. Or the applicant provides these documents.
Source:	<ul style="list-style-type: none"> DfE Statutory Guidance.
Third parties:	<ul style="list-style-type: none"> Third parties are required to undertake the same checks as school/academies.
SCR:	<ul style="list-style-type: none"> Will not be recorded on SCR (but recommended).

9.2 Obtaining details of the criminal history of overseas workers

Some countries including most in the EU and some countries outside of the EU, have arrangements allowing their citizens to obtain certificates of good conduct or extracts from their criminal record to show to prospective employers. The level of information provided varies from country to country.

If an individual has spent more than 3 months outside of the UK in the last 5 years, then Aspire Academy will, wherever possible, obtain a certificate of good conduct and any other references from potential overseas employees. The standard of the foreign police checks varies. To check on the standard, Aspire Academy will contact either the authorities in a particular country, or their embassy. Where necessary a certified translation of the certificate of good conduct will be obtained. A DBS check must still be undertaken as soon as the individual has a UK address.

10. SINGLE CENTRAL RECORD (SCR)

Aspire Academy, in line with statutory requirements will produce and maintain a “Single Central Record of Recruitment and Vetting Checks”. The record will be in both paper or electronic format.

10.1 Who will be on the Single Central Record?

Aspire Academy will keep and maintain a record of the checks which have been carried out on:

- All staff employed at the Academy
- Supply staff directly employed by the Academy
- Supply staff engaged through an agency
- All others who have regular contact with children at the Academy including:
 - ★ Volunteers (including Governors who work as volunteers)
 - ★ Others brought into Academy to provide additional instruction to pupils (e.g. Sport Coaches, Artists etc).
 - ★ Public Sector staff working at the Academy e.g. school nurse,
 - ★ Contractors (eg contract cleaners, caterers – not occasional or temporary contractors such as builders

The Single Central Record (SCR) will be live, recording those who are currently at the Academy. People will be removed from the SCR when they have left employment or ceased to come in – however, they will be placed back on the list if they return to the Academy. The latter will require checks to be completed again as necessary.

10.2 What information will the SCR contain?

The SCR will include the following information where applicable to the role/person:

- Identity, name, address, date of birth
- Qualifications where these are required for the post
- Enhanced with Children’s Barred list DBS check
- Right to work in the UK
- Overseas checks

The SCR will indicate whether particular checks are required and when and by whom each check was carried out.

The format for the SCR can be found at Appendix 1.

10.3 What evidence will be seen and retained?

Below is a summary of the types of evidence which will be used for employed staff/volunteers.

Evidence relating to checks for:

- Identify
- Qualifications
- The fact that a DBS check have been carried out
- Overseas worker checks

Will be copied and held on the employee's personal file (or secure central file in the case of agency supply staff / contractors / volunteers). While this is not a requirement for the SCR, it is a requirement of the Safer Recruitment Guidance.

Whilst employers are not generally permitted to retain copies of documents seen as part of a DBS check, where these documents are also used as evidence for other checks eg identity, Aspire Academy will retain them.

The retention of sensitive information such as these checks is permitted under Data Protection legislation, which allows the retention of sensitive personal data in connection with employment as it is required for Safeguarding purposes. All files will be kept in secure locked cabinets and access restricted to relevant authorised persons.

A summary can be found below of the types of evidence which may be used for employed staff/volunteers:

10.4 Checks on third party staff

Where the person is provided to the Academy by a third party (e.g. Agency, Contractor, sports organisation), the third party is responsible for carrying out checks (if required) as set out in each section of this document and the Academy will record that they have verified this with the organisation on the Single Central record..

The Academy will:

- receive written confirmation, from the third party, that all the necessary checks have been satisfactorily completed;
- carry out its own identity checks to verify that the person who presents for work is the person the Agency has referred;
- in the case of Supply Agencies only, receive a copy, from the Agency, of any CRB certificates with Disclosure information (once an employment decision is made by the Academy the Certificate will be destroyed and the normal record (date and Disclosure number) retained);

10.5 Public Sector staff

Individuals such as psychologists, nurses, dentists, centrally employed teachers and other public sector staff will have been checked by their employing organisation. The Academy will record their status (i.e. Public Sector) on the SCR.

The Academy will carry out its own identity checks when an individual arrives.

Appendix 1 – Information to be collected for the Single Central Record

			PROOF OF IDENTITY					ENHANCED CHILDREN'S BARRED LIST		QUALIFICATION			RIGHT TO WORK IN UK		OVERSEAS CHECKS		
Date started with Academy	Date left Academy	Position held	Name	Address	DOB	Route and nature evidence checked	Checked by and date	DBS Check	Checked by and date	Qualification required YES/NO	Nature of evidence check	Checked by and date	Nature of evidence checked	Checked by and date	Checks required YES/NO	Nature of evidence checked	Checked by and date

A separate record will be maintained for the following categories: Academy Employees; Volunteers; Governors; Contractors; other 3rd party staffing. In addition, to be checked and placed on personnel files will be self-disclosure criminal records (SDI), medical questionnaires, OH assessment.

Appendix 2 - Employer Reference

Date.....

Dear

Re: <Candidates Name> – Applicant for post of: <Candidates job title> at <Aspire Academy>

The above has given permission for us to write to you for a reference regarding their suitability for employment for the above post.

I understand that <Applicants title, surname> was employed by you as abetween and

We would be grateful if you could confirm the above details and give your views on their suitability for this post. I enclose details of the post to assist you with your reply.

It would be especially helpful if you would comment on the areas overleaf.

Please ensure that this reference is accurate and does not contain any material misstatement or omission. Relevant factual content of the reference may be discussed with the applicant.

The interviews are to be held on and therefore an early response would be appreciated. I enclose a pre-paid envelope for your reply.

Thank you for completing this reference.

Yours sincerely

(Principal responsible for recruitment)

**Reference for: <Candidates Name> who is currently employed as –
<Candidates job title> at Aspire Academy<insert>**

How long you have known the applicant and in what capacity?	
Are you satisfied that the applicant has the ability and is suitable to undertake the job in question? Please provide any specific comments about the applicant's suitability for the post, and how s/he has demonstrated that s/he meets the person specification	
Are you completely satisfied that the applicant is suitable to work with children? If not, please provide specific details of your concerns and the reasons why you feel he/she is unsuitable.	
Please provide details of the applicant's post, and salary;	<u>Post Title:</u> <u>Salary:</u>
Please provide specific verifiable comments about the applicant's performance history, capability and conduct (continue on a separate sheet if necessary). Please confirm whether or not the applicant has been subject to the employer's capability procedures in the last 2 years – and if so please provide details of the concerns, the duration of the proceedings and the outcome. <i>(Please note this information is requested, and must be provided by schools, in accordance with the requirements of the Schools Staff (Amendment) Regulations 2012).</i>	
Please provide details of any disciplinary procedures the applicant has been subject to in which the disciplinary sanction is current.	
Please provide details of any disciplinary procedures the applicant has been subject to involving issues related to the safety and welfare of children or young people, including any in which the disciplinary sanction has expired, and the outcome of those.	
Please provide details of any allegations or concerns related to the safety and welfare of children or young people or behaviour towards children or young people, except where they have been found to be unsubstantiated, unfounded or malicious.	
If you feel that there is any other relevant information please include this (continue on a separate sheet if necessary)	

Signed.....

Position.....Date.....

Appendix 3 – SD1 Form

ASPIRE ACADEMY

Disclosure of Criminal Convictions / Cautions / Reprimands / Bind overs
(Spent and Unspent)

Self Disclosure Form (SD1)

Please read carefully the accompanying notes and then enter any convictions and cautions below.

Please enter NONE if applicable

Offence

Date of conviction /
caution / reprimand /
bind over

Sentence

Please list below details of any pending prosecutions

Please enter NONE if applicable

Court to which summoned

Appearance date

Alleged offence

I certify that I) I have read and understood the attached guidance notes; ii) to the best of my belief, the information I have entered is true and I understand that any false information or failure to disclose criminal convictions will result, in the event of employment, in a disciplinary investigation by the Governing Body, and is likely to result in dismissal.

Name (please use CAPITALS):

Signature:

Date:

Post applied for:

**PLEASE COMPLETE THE FORM AND RETURN IT TO ASPIRE ACADEMY IN AN ENVELOPE
MARKED CONFIDENTIAL**

Self Disclosure Form (SD1) Notes of Guidance

1. Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept or do any work in an 'regulated position'.
2. As the post for which you are applying is one that will give you substantial unsupervised access to children and young people if it is covered by The Rehabilitation of Offenders Act 1974 (Exceptions) Orders from time to time enacted and in force. You are therefore required to disclose 'spent' as well as 'unspent' criminal convictions, cautions or reprimands or bind overs and any pending prosecutions against you in line with the requirements below.
3. **You must declare the following**
 - Cautions given less than 6 years ago (where you were over age 18 at the time of caution).
 - Cautions given less than 2 years ago (where you were age under 18 at the time of caution)
 - Any convictions, whenever they occurred, relating to an offence from a prescribed list available from: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check> or from your school office.
 - All convictions that resulted in a custodial sentence (regardless of whether served and whenever they occurred).
 - Where you have more than one conviction all convictions must be declared.
 - Other convictions given less than 11 years ago (where you were over age 18 at the time of conviction).
 - Other convictions given less than 5.5 years ago (where you were under age 18 at the time of conviction).
4. The information you provide (by completed the form) will be treated as strictly confidential and will be considered only in relation to the post for which you are applying.
5. Disclosure of a conviction, caution, reprimand, bind over or pending prosecution does not necessarily mean that you will not be appointed; a person's suitability will be looked at as a whole in the light of all the information available, and in accordance with the Governing Body's on the employment of ex-offenders, a copy of which can be obtained from the Governing Body. A main consideration will be whether the offence is one which would make a person unsuitable to work in the capacity of the post applied for. If you disclose information which you are not required to, this will be disregarded. Any information provided which is not relevant to employment will be disregarded.
6. A conviction includes:
 - a. A sentence of imprisonment, youth custody or in a young offenders institution;
 - b. An absolute discharge, conditional discharge, bind over;
 - c. A fit person order, a supervision or care order, a probation order or community punishment order or an approved school / academy order arising from a criminal conviction;
 - d. Simple dismissal from the Armed Forces, cashiering, discharge with ignominy, dismissal with disgrace or detention by the Armed Forces;
 - e. Detention by direction of the Home Secretary;
 - f. Remand centres, secure training centres or in secure accommodation;
 - g. A suspended sentence;
 - h. A fine or any other sentence not mentioned above.
7. A caution is a formal warning about future conduct given by a Senior Police Officer, usually in a Police Station, after a person has admitted an offence. It is used as an alternative to a charge and Positive Prosecution.
8. A Reprimand has replaced a Caution for young people under 15. A young person given a second formal warning about future conduct is then given a formal warning.
9. A Bind Over is an order which required the defendant to return to Court on an unspecified date for sentence.
10. Driving offences must be declared unless excluded by the criteria in 3 above.
11. Failure to disclose convictions, cautions, reprimands or bind overs and any pending prosecutions may, in the event of employment result in dismissal or disciplinary action by the Governing Body. As the post for which you are applying falls within the category for which a criminal record disclosure is required, if you are selected for appointment, you will be required to apply for an enhanced Disclosure & Barring Service (DBS) disclosure. A refusal to make such an application could prevent your employment.

Appendix 4 – Identification Checking Processes and Required Documentation

Identification checking process

The applicant must provide a range of ID documents as part of the pre-employment and DBS processes.

Aspire Academy will::

- follow the three route ID checking process as outlined in the following the list of table 1, 2a and 2b documents.
- check and validate the information provided by the applicant on the application form/continuation sheet.
- establish the true identity of the applicant through the examination of a range of documents as set out in this guidance.
- ensure that the applicant provides details of all names by which they have been known.
- ensure that the applicant provides details of all addresses where they have lived in the last five years.
- ensure the application form is fully completed and the information it contains is accurate.

If there are any discrepancies in the information provided by the applicant and/or the identity documents supplied, and fraud is not suspected, we will seek clarification from the applicant. Failure to do this may compromise the integrity of the DBS service and introduce risk into the recruitment process.

Please note that we will:

- only accept valid, current and original documentation.
- not accept photocopies.
- not accept documentation printed from the internet e.g. internet bank statements.
- in the first instance, seek documents with photographic identity (e.g. passport, new style driving licence, etc.) and for this to be compared against the applicant's likeness.
- Check that all documents are in the applicant's current name as recorded (see below for guidance on recent changes of name).
- Check that one document must confirm the applicant's date of birth as recorded
- ensure that the applicant declares all previous change of name, and provides documentary proof to support the change of name.
- see at least one document to confirm the applicant's current address, which is no older than three months.
- Ensure that the applicant provides a full and continuous address history covering the last five years and seek documentation to confirm this address history.
- cross-match the applicant's address history with any other information the applicant has provided as part of the recruitment, such as their CV. This can highlight if an address has not been given e.g. if the applicant's CV shows that they have worked in Liverpool in the last five years but the application form only shows London addresses, we will question the applicant further about this.
- Ensure that a document from each of the groups will be included only once in the document counts e.g. we will not accept two bank statements as two of the required documents, if they are from the same bank.
- not accept the foreign equivalent of an identity document if that document is listed as '(UK)' on the list of valid identity documents.

The 3 Route I.D. Checking Process

Route 1

The applicant must be able to show

- 1 document from Table 1 below
- 2 other documents from either Table 1 or Tables 2a or 2b below

At least 1 of the documents must show the applicants current address

The applicant must try to provide documents from Route 1 first.

Route 2

If the applicant doesn't have any documents in Table 1, then they must be able to show:

- 1 document from Table 2a
- 2 other documents from either Table 2a or 2b

At least 1 of the documents must show the applicants current address.

Aspire Academy may use an appropriate external ID validation service to check the authenticity.

Route 3

This route will only be used if it hasn't been possible to use Routes 1 or 2.

For route 3, the applicant must be able to show

- a birth certificate issued after the time of birth (UK and Channel Islands)
- 1 document from Table 2a
- 3 further documents from Tables 2a or 2b

At least 1 of the documents must show the applicant's current address.

Aspire Academy may use an appropriate external ID validation service to check authenticity.

Table 1 – Primary Trusted Identity Credentials

- Current valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence (UK) (Full or provisional) Isle of Man /Channel Islands;
 - Photo card only (a photo card is only valid if the individual presents it with the associated counterpart licence; except Jersey)
- Birth Certificate (UK & Channel Islands) - issued at the time of birth(within first six months);
 - Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces (Photocopies are not acceptable)

Table 2a – Trusted Government/State Issued Documents

- Current UK Driving licence (old style paper version)

- Current Non UK Photo Driving Licence (valid only for applicants residing outside UK at the time of application)
- Birth Certificate (UK & Channel Islands) - issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable.
- Marriage/Civil Partnership Certificate (UK and Channel Islands)
- Adoption Certificate (UK and Channel Islands)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK and Channel Islands)

Table 2b – Financial/Social History Documents

- Mortgage Statement (UK or EEA)** (Non-EEA statements must not be accepted).
- Bank/Building Society Statement (UK or EEA)* (Non-EEA statements must not be accepted).
- Bank/Building Society Account Opening Confirmation Letter (UK).
- Credit Card Statement (UK or EEA)* (Non-EEA statements must not be accepted).
- Financial Statement ** - e.g. pension, endowment, ISA (UK)
- P45/P60 Statement **(UK & Channel Islands)
- Council Tax Statement (UK & Channel Islands) **
- Work Permit/Visa (UK) (UK Residence Permit) **
- Letter of Sponsorship from future employment provider (Non-UK/Non EEA only – valid only for applicants residing outside of the UK at the time of application.
- Utility Bill (UK)* – Not Mobile Telephone
- Benefit Statement* - e.g. Child Allowance, Pension
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)*- e.g. from the Department for Work & Pensions, the Employment Service, Customs & Revenue, Job Centre Plus, Social Security
- EU National ID Card
- Cards carrying the PASS accreditation logo (UK)
- Letter from Head Teacher or College Principal (16/17 year olds in full time education – (only used in exceptional circumstances when all other documents have been exhausted)

Please note: If a document in the List of Valid Identity Documents is:

- denoted with * - it should be less than three months old
- denoted with ** - it should be issued within the past 12 months
- not denoted – it can be more than 12 months old.

What will Aspire Academy do if we suspect false identity or documents?

If we suspect that an applicant has presented with a false identity or documents at the time of application, we will not proceed with the application process and will contact DBS.

Under Section 8 of the Asylum and Immigration Act 1996 all employers in the United Kingdom are required to make basic document checks to help prevent anyone from working illegally. By carrying out the pre-employment outline in this procedure we will be able to establish a defence for ourselves if any of our employees are found to be working illegally at a later date.

How will we check for indicators of fraud?

We will check for signs of tampering when checking identity documents. Documents will be queried if they display any signs of damage, especially in the areas of personal details such as the name and the photograph. We will use the following guidelines to help us look out for any suspicious signs when authenticating documents.

How we will check Driving Licences?

We will not accept licenses, other than those stated in the list of Valid Identity Documents. English, Welsh and Scottish driving licence numbers contain information about the applicant's name, sex and date of birth. This information is written in a special format but can be gleaned and matched against the other information provided by the applicant.

The date of birth on English, Welsh and Scottish driving licences, issued before 1977, is not recorded as a separate entry on the licence. The date of birth can be deciphered from the driving licence number and checked against the date of birth field on the application form.

For example the format of the number for Christine Josephine Robinson, born 2 July 1975

ROBIN 757025 CJ99901
NNNNN YMMDDY IICCC C

- N = 1st five letters of the surname (if the surname begins MAC or MC it is treated as MC for all).
- Y = YEAR of birth.
- M = MONTH of birth (In the case of a female, the number represented by the first M will have the value 5 added to the first digit e.g. a female born in November (i.e. 11) would display '61' in the MM boxes or if born in February (i.e. 02) would display '52').
- D = DAY of month of birth.
- I = Initial letter of the first two forenames - if only one, then 9 will replace the second letter. If the licence indicates that the applicant has a middle name, ensure that one has been provided in Section A.
- C = Computer generated.

For Northern Ireland; Isle of Man and Jersey driving licences the licence number is in a different format. The licence number is unique to the driver and the 'name' or 'date of birth' validation, as shown above, cannot be used.

How we will check a passport

We will check the general quality and condition of the passport. We will treat it with suspicion if it is excessively damaged; accidental damage is often used to conceal tampering. Photographs will be examined closely for signs of damage to the laminate or for excessive glue or slitting of the laminate; these signs may indicate photo substitution. If the photograph appears

excessively large, this might indicate an attempt to hide another photograph underneath. There should also be an embossed strip embedded into the laminate, which will catch a portion of the photograph.

We will check there is no damage to this area.

How we will check a photo driving licence

We will examine the licence for evidence of photo tampering or any amendment of the printed details.

How we will check an old style driving licence (no photograph)

We will remove the document from the plastic wallet and check that it is printed on both sides. It should have a watermark visible by holding the licence up to the light and there should be no punctuation marks in the name or address. The 'Valid To' date should be the day before the bearer's 70th birthday (unless the bearer is already over 70). The 'Valid To' date can therefore be cross-referenced with the applicant's date of birth detailed in Section A.

Checking a birth certificate

Birth certificates are not wholly reliable for confirming identity, since copies are easily obtained. However, certificates issued at the time of birth are more reliable than recently issued duplicates.

We will check the quality of paper used; genuine certificates use a high grade. There should be a water mark visible when the document is held up to the light. Any signs of smoothness on the surface could indicate that original text might have been washed or rubbed away. There should be no signs of tampering, changes using liquid paper, overwriting or spelling mistakes.

How we will check an EU photo identity card

We will examine the card for evidence of photo tampering or any amendment of the printed details.

How we will check an HM Forces ID card

We will examine the card for evidence of photo tampering or any amendment of the printed details.

How we will check a firearms licence

We will check the licence is printed on blue security paper with a Royal crest watermark and a faint pattern stating the words 'Home Office'. We will examine the licence for evidence of photo tampering or any amendment of the printed details, which should include home address and date of birth. The licence should be signed by the holder and bear the authorising signature of the chief of police for the area in which they live, or normally a person to whom his authority has been delegated.

How we will check other forms of identification

We will ensure that all letters and statements are recent, i.e. within a three month period. We will not accept documentation printed from the internet. We will check that letter headed paper has been used, bank headers are correct and all documentation looks genuine. The address should be cross-referenced with that quoted in Section B.

Where we will go for help

The PRADO website* is provided by the Council of European Union. We will be able to use this website to identify the basic safeguards contained in European documents and a few more other nationality documents.

*The Public Register of Authentic Identity and Travel Documents Online (PRADO website)

Appendix 5 – DBS Consent Form

(to be completed by preferred candidates / volunteers)

Applicant Name:

I acknowledge that in order to process my application to be employed / engaged by Aspire Academy that an enhanced DBS check will be undertaken.

I confirm that in the event that my DBS certificate contains any policy or other information I will produce the original DBS certificate to the Academy within 5 working days following my receipt of it, in order for the Academy to proceed with my application / engagement. I acknowledge that if I fail to produce my original DBS certificate within this timeframe, the Academy may not proceed with my application.

I understand that if I commence work before I receive my DBS certificate and/or produce it to the Academy that this will be on a conditional basis as set out in my conditional offer letter / conditional contract / volunteer agreement. If my DBS check is unsatisfactory to the Academy I acknowledge that my employment / engagement will not be confirmed / will not continue.

I confirm that I give my consent for the Academy to take a copy or image of my original DBS certificate and hold the copy / image for as long as is necessary to complete the recruitment process. At the end of this period I acknowledge that the Academy will remove the copy from their records and destroy it.

I further acknowledge that the Academy may share information contained on the DBS certificate with a third party for the purposes of seeking guidance on the recruitment decision, where appropriate.

The Academy confirms that it will comply with the DBS code of Practice at all times. A copy of the Academy's policy on the recruitment of ex-offenders can be found in the Recruitment Policy which is available from the Academy.

Signed

Print name

Date

Additional section to be completed by applicants who have a subscription to the DBS online update service:

By signing this section of the form you confirm that you are registered with the DBS update service and you give permission for the Academy to carry out a status check with the DBS online update service.

You confirm you will produce to the Academy your current DBS certificate and any further information required to carry out a DBS status check.

You acknowledge that the Academy may require a new DBS check to be obtained if the certificate you have presented is not at an appropriate level or for an equivalent role. A new check may also be required if the online status indicates that your certificate is no longer current.

Signed

Print name

Date

Appendix 6 – Assessing Positive DBS Checks

The DBS Code of Practice requires that Aspire Academy discuss any matters revealed on a positive DBS check with the person. A similar process will be conducted for declarations on SD1s. This template provides a framework for that meeting.

Interview:

Explain that the role involves actual or potential unsupervised access to children and, because a positive declaration / DBS certificate has been received, an assessment must be undertaken before a decision is made to proceed with employment or not. In these circumstances the candidate is interviewed as part of that assessment process.

Suggested questions:

1. (In the case of positive DBS certificate), do you dispute the accuracy of the information enclosed? *If yes they need to be advised to contact the DBS.*
2. Can you tell me about the Disclosure(s)
3. How did you feel about them at the time?
4. How do you feel about them now?
5. How can I be sure that you do not present a future risk?
6. How is your life different now?

Assessing the risk:

Relevance

Whether the conviction or other matter revealed is relevant to the position they are being considered for. (Any child related issues is likely to be highly relevant. However there could be other relevant matters e.g. fraud, where an individual has applied to be a Bursar.)

Seriousness

The seriousness of any offence or other matter revealed (i.e. the level of disposals e.g. caution, conviction, imprisonment).

Age of offences

The length of time since the offence or other matter revealed and/or the age of the applicant at the time (i.e. did it happen in the individual's youth?)

Pattern of offending

Whether the applicant has a pattern of offending behaviour or other relevant matters.

Changed circumstances

The circumstances surrounding the incidents and the explanation(s) offered by the person. Whether the applicant's circumstances have changed since the incidents.

Degree of remorse

Does the individual feel genuine remorse for their actions?

Honesty

[In the case of a positive DBS check] whether the conviction or other matter was declared and the information provided in advance on the SD1 is accurate.

Employee / Volunteer name

Person conducting meeting

Date of meeting

Employment decision

NB you may not record or retain details of the Disclosures on this or any other form

Appendix 7 - CONFIDENTIAL: RISK ASSESSMENT
for appointment prior to a DBS check being received on
[employee] _____
appointed to the post of/engaged in the position of _____

An individual may begin work pending receipt of a DBS check / certificate but the Principal will ensure that the individual is appropriately supervised and that all other checks have been completed. Similarly, not all volunteers will require a DBS check. In both of these cases a Risk Assessment should be undertaken.

1) Has an appropriate, full recruitment process been undertaken with application form and interview (staff) or appropriate engagement process (volunteer)?	YES / NO
2) Have appropriate references been received?	YES / NO
3) Has a DBS check been submitted online by the Academy and completed by the individual	YES / NO
4) Has an SD1 self-declaration been completed?	YES / NO
5) Have any declarations been discussed with the individual?	YES / NO
6) Is the person subject to Supervision as defined in Regulations?	YES / NO
7) What safeguarding risks have been identified?	e.g. unsupervised access to children <i>(if other particular risks then detail also)</i>
8) What measures will be undertaken to manage the risk?	e.g. <ul style="list-style-type: none"> • They will not be left alone with children. • Describe the Supervision in place <i>(give appropriate details)</i>

SIGNED PRINCIPAL: _____ DATE: _____

To be kept on the personal file.

Appendix 8 - Right to Work in the UK

Aspire Academy will ask all prospective employees to present their documents before they begin working. We will not make presumptions about a persons right to work in the UK on the basis of their background, appearance or accent.

The table below provides examples of evidence that could be provided as evidence of right to work in the UK:

List A	Documents which show an ongoing right to work
	<ul style="list-style-type: none"> • Passport showing that the holder is a British citizen or a citizen of the United Kingdom and Colonies having the right to abode in the UK. • A passport or national identity card showing that the holder, is a national of a European Economic Area country or Switzerland*. • A residence permit, registration certificate or document certifying residence issued by the Home Office or the Border and Immigration Agency to a national of an EEA country or Switzerland*. • A permanent residence card issued by the Home Office or the Border and Immigration Agency to the family member of a national of an EEA country or Switzerland*. • A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK. <hr/> <ul style="list-style-type: none"> • An official document issued by a previous employer or Government agency which contains the permanent National Insurance number and name of the person (i.e. A P45, P60, National Insurance number card). <p>If a person provides an NI card as evidence, you must also check and copy one of the following documents:</p> <ul style="list-style-type: none"> • An immigration Status Document issued by the Home Office or the Border and Immigration Agency • A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holders/adoptive parents • A birth certificate or adoption certificate issued in the Channel Islands, Isle of Man or Ireland • A certificate of registration or naturalisation as a British citizen • A letter issued by the Home Office or the Border and Immigration Agency to the holder which indicates that the person named is allowed to stay indefinitely in the UK.

*All nationals from European Economic Area (EEA) countries and Switzerland are free to live and work in the UK.

List B	Documents which show a right to work for up to 12 months
	<ul style="list-style-type: none"> • A passport or travel document endorsed to show that the holder is allowed to stay in the UK and is allowed to do the type of work in question, provided that it does not require the issue of a work permit. • A Biometric Immigration Document issued by the Border & Immigration Agency to the holder which indicates that the person named can stay in the UK and is allowed to do the work in question. • A residence card or document issued by the Home Office or the Border & Immigration Agency to a family member of a national of a EEA country or

	<p>Switzerland.</p> <ul style="list-style-type: none"> • A work permit or other approval to take employment issued by the Home Office or the Border & Immigration Agency <p>If you are planning to employ someone on a work permit, you may be involved in making an application and will have received direct notification from the Border & Immigration Agency of the success of that application. If you have made your application while the employee is in the UK, then the Border & Immigration Agency may notify you with a letter of permission.</p> <p>Along with the actual permission from the Border & Immigration Agency for the person to take the employment in question, you must also ensure that the work permit applicant has been given leave to enter or remain in the UK.</p> <p>This will be in the form of a:</p> <ul style="list-style-type: none"> • Passport or another travel document endorsed to show the holder is allowed to stay in the UK and is allowed to do the work in question. • A letter issued by the Home Office or the Border & Immigration Agency to the holder or the employer or prospective employer confirming the same.
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The following documents are **not acceptable** as evidence of right to work in the UK:

- A Home Office Standard Acknowledgement Letter or Immigration Service Letter which states that a asylum seeker can work in the UK;
- A passport describing the holder as a British Dependent Territories Citizen which states that the holder has a connection with Gibraltar;
- A short (abbreviated) birth certificate issued in the UK which does not have details of at least one of the holders parents;
- A permanent National Insurance number when presented in isolation;
- A card or certificate issued by the Inland Revenue under the Construction Industry Scheme;
- A full or provisional driving licence issued by the Driver and Vehicle Licensing Agency;
- A temporary NI number beginning with TN, or any number which ends with the letters from E to Z inclusive;
- A licence provided by the Security Industry Authority;
- A document check by the Criminal Records Bureau;
- A bill issued by a financial institution, or a utility company.

For more detailed information on the evidence of right to work in the UK please refer to <http://www.ukba.homeoffice.gov.uk/>.