



UNITED CENTRE
of
EXCELLENCE

End Point Assessment Policies

GP25 Safer recruitment Policy



Document History

Version	Date	Reason for Revision	Issued by
V1.1	Jan 2020	Initial release	Harj Dhanjal
V1.2	Nov 2020	Document review during covid-19 (Continuity plan diagram added)	Alan Bates
V1.3	Jul 2021	Review of the policy for our Ofqual recognition submission	Alan Bates



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Scope.

Safer Recruitment Policy Statement

Any offer made to a successful candidate is conditional on satisfactory completion of the necessary pre-starter checks and agreement to any periodic vetting updates if required for the role. UCE ensures all appropriate measures are applied in relation to everyone who works for or volunteers with UCE, including:

- Obtaining at least two satisfactory references (typically from previous and current employers) and check previous employment history and gaps in employment, as the company consider appropriate for a role.
- Verifying identity, professional qualifications and right to work in the UK.
- Obtaining an appropriate criminal record check for the job role, as applicable
- A job applicant can be asked relevant questions about disability and health to establish whether they have the specific role's physical and mental capacity.
- Where a successful applicant has worked or been resident overseas such checks and confirmations as the company may consider appropriate through referring to *Keeping Children Safe in Education* so that any relevant events that occurred outside the UK can be considered.
- Other screening checks if considered necessary. For instance:
 - Due to role, such as a senior officer, but as stipulated in the job description, if applicable (For instance, Disqualified Director and Bankruptcy and Insolvency Register searches)
 - For an existing employee, if there is an allegation that a person could pose a risk of harm to others, particularly to children, then the guidance in Part 4: Allegations of abuse made against teachers and others within *Keeping Children Safe in Education* should be followed.
- Conducting a risk assessment if a potential risk is identified.
- Keeping a single central record detailing the safeguarding checks carried out. Evidence:

Our Safer Recruitment Work Instruction explains the steps to be followed to conduct these pre-start checks and how to record any applicable updates undertaken during a person's engagement with UCE. Our Selection, Pre-Start and Vetting, Induction, Probation, Development, Performance and Termination Procedure and Recruitment Policy provide details on broader new starter systems. UCE complies with the Rehabilitation of Offenders Act through the Recruitment of Ex-Offenders Policy.



Code of Practice: Handling, use, storage, retention and disposal of DBS certificates and certificate information

General principles

UCE use an organisation to perform the Disclosure and Barring Service (DBS) checking service to help assess applicants' suitability for positions of trust, UCE Limited complies fully with the code of practice regarding the correct handling use, storage, retention and disposal of certificates and certificate information.

It also complies fully with its obligations under the General Data Protection Regulation (GDPR), Data Protection Act 2018 and other relevant legislation of the safe handling, use, storage, retention and disposal of certificate information. It has a written policy on these matters, which is available to those who wish to see it on request.

Storage and access

Certificate information is kept securely with access strictly controlled and limited to those entitled to see it as part of their duties.

Handling

Under section 124 of the Police Act 1997, the certificate information is only passed to those authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed. It is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Certificate information is only used for the specific purpose it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, certificate information must not be retained, unless retention will allow for the consideration and resolution of any disputes or complaints (maximum 90 days) or to complete safeguarding audits (maximum 6 months).



Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means by shredding, pulping or erasing. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack).

We will not keep any photocopy or other image of the certificate or any copy or representation of a certificate's contents. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.

Source: Based on an adapted version of Disclosure Barring Service Handling of DBS Certificate Information, accessed online (<https://www.gov.uk/government/publications/handling-of-dbs-certificate-information/handling-of-dbs-certificate-information>) on 26th January 2021.