Module 2, Unit 3

Module name	Safer recruitment
Unit name	Making the right decisions

Screen ref	m3_u3_s1		Screen type	Information – text and image
Dev info				
Title/heading 43 char inc spaces	**About this unit**			
Screen text 730 chars inc spaces	This unit focuses on pre-employment checks in more detail. It will outline how checks are changing, with a new vetting and barring scheme (VBS) being introduced from October 2009. You will also find some resources to assist with: • Application forms. • Interviewing. • References. • Shortlisting. By the end of this unit you will be able to: • Describe what pre-employment checks cover. • Explain how the process for checks is changing. • Identify where your organisation can improve recruitment processes to ensure safer recruitment.			
Graphic description or example	A printed checklist of pre-employment checks with tick-marks			
Alt text for graphic	Pre-employment checks are a vital part of safer recruitment.			

Screen ref	m3_u3_s2		Screen type	Information – text and image
Dev info				
Title/heading 43 char inc spaces	**Improving checks**			
Screen text 730 chars inc spaces	**Independent Safeguarding Authority (ISA)** The ISA has been established as a central agency responsible for safer recruitment. By liaising closely with the Criminal Records Bureau (CRB), and taking responsibility for some DCSF functions, it will eventually assess every person who wants to work or volunteer with learners. **Vetting and Barring Scheme (VBS)** The new VBS will draw together all the current checks and lists of unsuitable people: • Protection of Vulnerable Adults (PoVA) list. • Protection of Children Act (PoCA) list. • List 99 (a list of people considered unsuitable for work with children). On application, individuals will be assessed and either approved through ISA registration or added to an ISA Barred List. Transition from the current system to the VBS will take place over the next few years. It will go live in October 2009, with **all** staff required to be registered with the ISA from 2010.			
Graphic description or example	Image of ISA website homepage			
Alt text for graphic	The Independent Safeguarding Authority.			

Screen ref	m3_u3_s3		Screen type	Information – text and link to resources
Dev info	This screen can have 1 – 3 downloadable resource files.			
Title/heading 43 char inc spaces	**Legislative framework**			
Screen text 730 chars inc spaces	Although it is not essential to be familiar with the legal background of safer recruitment checks, you may be interested to find out more. The document available to download on this screen contains summaries of the key pieces of legislation affecting safer recruitment.			
Name of resource 1 38 chars inc spaces	Safer recruitment key legislation			
Description of resource 110 chars inc spaces	Summaries of the key pieces of legislation affecting safer recruitment.			
Linked resource/file	Document: key legislation summary (to be adapted from document provided by Inga Windley)			

Screen ref	m3_u3_s4	Screen type	Information – text and link to resources
Dev info			
Title/heading 43 char inc spaces	**Regulated activities**		
Screen text 730 chars inc spaces	The *Safeguarding Vulnerable Groups Act 2006* sets out two new types of employment: regulated activities and controlled activities. From October 2009, anyone barred or without checks by the ISA will not be able to take part in regulated activities. These include: • Activities of a specified nature (e.g. teaching) that involve frequent or intensive contact with children or vulnerable adults in a specified place. • Fostering and childcare. • Certain defined positions of responsibility (e.g. governor). Controlled activities include support roles with less contact. Providing sufficient safeguards are in place, and depending on the circumstance, a barred person may be able to work in a controlled activity. Organisations have a legal responsibility to check the backgrounds of people employed in these roles.		
Name of resource 1 38 chars inc spaces	ISA factsheet on regulated and controlled activities		
Description of resource 110 chars inc spaces	Detailed definitions of regulated and controlled activities.		
Linked resource/file	see: http://www.isa-gov.org.uk/default.aspx?page=303		

Screen ref	m3_u3_s5	Screen type	Interactive Video with free text entry
Dev info	The introduction text should always include the instruction "Select the play button to watch the video."		
Title/heading 43 char inc spaces	**Pre-employment checks**		
Introduction 730 char inc spaces	Before a successful candidate is offered a post, organisations must carry out several checks to ensure they are suitable. This is a vital stage to avoid the appointment of unsuitable people. The video on this screen describes the checks that must be carried out on a potential employee. Select the play button to start the video. While watching, think about your own approach. At intervals, there will be a question for you to consider.		
Video description	Identity: Checks must be done to make sure that the candidate is who they say they are. An unsuitable person may try to use a false identity so their background isn't uncovered. It is also important to make sure that the same person applies, attends interview, and starts the role. Qualifications: it is important to check that each applicant has the required qualifications for the job, for example the appropriate teaching qualification for a teaching post, or a financial qualification for a position in the finance office. These checks can help to identify unqualified applicants, or those who have provided false information, and can be an important safeguard to help verify the suitability of a candidate. All FE college teachers are required to register as members of Institute of Learning (IfL), and abide by the IfL Code of Professional Practice. The regulations are supported by contractual requirements for LSC-funded provision, thus extending to cover teachers throughout the wider further education and skills sector. Permission to work in the UK: Employers have a legal responsibility to ensure that their staff have permission to work within the UK. This is particularly applicable to overseas applicants, refugees, and other foreign nationals. Asylum seekers are not allowed to work until they gain refugee status. Some foreign citizens with criminal records may not be granted a work permit. CRB checks: Criminal Records Bureau checks are required for some jobs, mainly where applicants will be working closely with young people or vulnerable adults. There are different levels of CRB check – there has to be proper justification for an enhanced. Internal applicants should also be made aware of these – a member of staff could have worked without one for years, but need one to take on a new role. List 99: List 99 is a register of men and women who are barred or restricted from working with learners under the age of 18. It is maintained by the DCSF. The Vetting and Barring Scheme will take over from List 99. Health: A health check can help ensure that a candidate is suitable for the role advertised. It must comply with Equality and Diversity legislation.		

Free text entry

Time question needs to appear	Q1 – after part 1
Title/heading 43 char inc spaces	Identity
Question 115 char inc spaces	How do you check identity?
Instruction 43 char inc spaces	Read the question then type some notes into the text box. Select the 'Done' button when you have finished.
First sentence in answer text box	I would…
Feedback 455 chars inc spaces	It is crucial to be sure that the applicant is who they claim to be at every stage of the process. Are you satisfied that the applicant, the interviewee and the new employee has been the same person? Proof of identity should include name, date of birth, address and photographic identity. These could be verified by the following documents: • Birth certificate. • Driving licence. • Passport. Separate evidence of address may be needed depending on which form of identity is checked. Write down any more thoughts in your notepad for future reference. Select the play button to continue watching the video.

Time question needs to appear	Q2 – after part 2
Title/heading 43 char inc spaces	Qualifications
Question 115 char inc spaces	How do you check qualifications?
Instruction 43 char inc spaces	Read the question then type some notes into the text box. Select the 'Done' button when you have finished.
First sentence in answer text box	I would…

Feedback 455 chars inc spaces	An organisation must verify that the candidate holds the required qualifications: • Ask to see the relevant certificate. • Obtain a letter of confirmation from the awarding institution. • Contact the awarding institution if there is any doubt. Write down any more thoughts in your notepad for future reference. Since 2001, further education teaching staff need to have or be working towards a recognised teaching qualification, such as: • Post Graduate Certificate of Education (PGCE). • Certificate of Education (Cert. Ed). • FE Teaching Certificate. All new teaching staff also must be registered with the Institute for Learning (IfL). Select the play button to continue watching the video.

Time question needs to appear	Q3 – after part 3
Title/heading 43 char inc spaces	Right to work in UK
Question 115 char inc spaces	How do you check a candidate's right to work in the UK?
Instruction 43 char inc spaces	Read the question then type some notes into the text box. Select the 'Done' button when you have finished.
First sentence in answer text box	I would…
Feedback 455 chars inc spaces	An organisation needs to be satisfied that candidate have permission to work in this country, if applicable. Most foreign nationals will need a work permit to be employed in the UK, apart from citizens of the EU, European Economic Area and Gibraltar. The Home Office's Border Agency is responsible for giving permission to work here. Write down any more thoughts in your notepad for future reference. Select the play button to continue watching the video.

Time question needs to appear	Q4 – after part 4

Title/heading 43 char inc spaces	CRB checks
Question 115 char inc spaces	How do you verify CRB checks?
Instruction 43 char inc spaces	Read the question then type some notes into the text box. Select the 'Done' button when you have finished.
First sentence in answer text box	I would…
Feedback 455 chars inc spaces	CRB Disclosures must be obtained for all newly appointed staff who "provide education and regularly care for, train, supervise or have sole charge of persons aged under 18". This includes non-teaching staff.

Staff who **only** work with learners over 18 are not required to have a CRB Disclosure. Nevertheless, they must have a List 99 check.

This is a complex but crucial area. If this part of your role, contact your Designated Person if you have any doubts as to how to fulfil your responsibilities.

Write down any more thoughts in your notepad for future reference. Select the play button to continue watching the video. |

Time question needs to appear	Q5 – after part 5
Title/heading 43 char inc spaces	List 99
Question 115 char inc spaces	How do you check List 99 status?
Instruction 43 char inc spaces	Read the question then type some notes into the text box. Select the 'Done' button when you have finished.
First sentence in answer text box	I would…
Feedback 455 chars inc spaces	List 99 contains details of those barred from working with young people.

List 99 checks:

- Must be undertaken for all education staff before they begin work.
- Are usually completed as part of the CRB Disclosure request.
- Will include the Protection of Children Act (PoCA) List and the Protection of Vulnerable Adults Act (PoVA) List.

The ISA's new Vetting and Barring Scheme draws together these current checks. For more information, see screen 2 of this unit.

This is a complex but crucial area. If this part of your role, contact your Designated Person if you have any doubts as to how to fulfil your responsibilities.

Write down any more thoughts in your notepad for future reference. Select the play button to continue watching the video. |

Time question needs to appear	Q6
Title/heading 43 char inc spaces	Health
Question 115 char inc spaces	How do you check medical fitness?
Instruction 43 char inc spaces	Read the question then type some notes into the text box. Select the 'Done' button when you have finished.
First sentence in answer text box	I would…
Feedback 455 chars inc spaces	Anyone appointed to a post involving regular contact with young people or vulnerable adults must be medically fit for the role. An organisation should establish that the candidate's physical and mental fitness is sufficient before an offer of appointment is made, by: • Requesting information from the candidate. • Obtaining medical reports from the GP, with permission from the candidate. However, these checks cannot breach an individual's right to privacy, so any checks must be done sensitively and in line with equality and diversity policies. Organisations need to keep a central record of all these vetting and recruitment checks, so it can be proved they were carried out. Write down any more thoughts in your notepad for future reference.

Screen ref	m3_u3_s6	Screen type	Interactive Video with free text entry
Dev info	The introduction text should always include the instruction "Select the play button to watch the video."		
Title/heading 43 char inc spaces	**Standardising processes**		
Introduction 730 char inc spaces	Standard documents and procedures are a useful part of safer recruitment. To tailor them to your organisation, they can be designed or adapted in consultation with learners, staff and governors. The video on this screen shows how standard pro formas can ensure that the safer recruitment process is open and accountable, and how their use can save time. Select the play button to start the video. While watching, think about your own approach. At the end there will be a question for you to consider.		
Video description	There are a number of proformas that can be used to help standardise safer recruitment procedures, and to help ensure that safer recruitment practices are embedded within them. Examples of some of these are provided later in this programme. They can be used throughout the recruitment process, from advertising a vacancy, to grading an interview, to sending a candidate a formal offer of employment. If organisations or partnerships develop or adapt proformas or standard approaches they can help to ensure that nothing gets missed and can also save time. However, it is important that everyone involved in recruitment knows about them and that they are easy to access. They should also be based on current legislation and reflect effective practice, and should be updated regularly to ensure this.		

Free text entry

Time question needs to appear	At end
Title/heading 43 char inc spaces	Applying standards
Question 115 char inc spaces	To what extent does your organisation have standardised processes for recruitment?
Instruction 43 char inc spaces	Read the question then type some notes into the text box. Select the 'Done' button when you have finished.
First sentence in answer text box	My organisation…
Feedback 455 chars inc spaces	Standardised processes are useful in safer recruitment for several reasons: • The same standard is applied equally to everyone. • Safeguards are not accidentally left out. • The same standards can be applied throughout the whole recruitment process. • Processes are open, transparent and accountable. Write down any more thoughts in your notepad for future reference. The next screen contains downloadable resources that can be used in various stages of the safer recruitment process.

Screen ref	m3_u3_s7	Screen type	Information – text and link to resources
Dev info	This screen can have 1 – 3 downloadable resource files.		
Title/heading 43 char inc spaces	**Safer recruitment resources**		
Screen text 730 chars inc spaces	On this screen you will find some pro formas to download. These examples of documents used in the process reflect safer recruitment practice.		
Name of resource 1 38 chars inc spaces	Application forms		
Description of resource 110 chars inc spaces	An application form template with safeguarding embedded.		
Linked resource/file	MH to add		
Name of resource 2 38 chars inc spaces	Interviews and questions		
Description of resource 110 chars inc spaces	An interview question pro forma with safeguarding embedded.		
Linked resource/file	MH to add		

Screen ref	m3_u3_s8	Screen type	Information – text and link to resources
Dev info	This screen can have 1 – 3 downloadable resource files.		
Title/heading 43 char inc spaces	**Safer recruitment resources (continued)**		
Screen text 730 chars inc spaces	On this screen you will find some more pro formas to download. These examples of documents used in the process reflect safer recruitment practice.		
Name of resource 1 38 chars inc spaces	References		
Description of resource 110 chars inc spaces	A references pro forma with safeguarding embedded.		
Linked resource/file	MH to add		
Name of resource 2 38 chars inc spaces	Shortlisting		
Description of resource 110 chars inc spaces	A shortlisting pro forma with safeguarding embedded.		
Linked resource/file	MH to add		

Screen ref	m3_u3_s9	Screen type	Information – text and image
Dev info			
Title/heading 43 char inc spaces	**Summary**		
Screen text 730 chars inc spaces	This unit has explored how pre-employment checks are used in the safer recruitment process. They are a valuable aspect of safer recruitment practice that help to deter and identify unsuitable people. The next unit considers how induction contributes to a safer learning environment.		
Graphic description or example	A collection of pro formas		
Alt text for graphic	Pro formas can be a useful tool.		