

DEPARTMENT FOR EDUCATION, SPORT & CULTURE

Title:	Commencing Employment Prior to the Completion of all Pre-Employment Checks
Implementation Date:	1 st March 2014
Author:	HR Manager

PROCEDURE TO BE FOLLOWED IN ORDER THAT CONSIDERATION CAN BE GIVEN FOR AN INDIVIDUAL TO COMMENCE EMPLOYMENT WITH DfESC PRIOR TO THE COMPLETION OF ALL PRE-EMPLOYMENT CHECKS

In order to ensure safe recruitment at DfESC's in relation safeguarding children, the department's policy is that a number of pre-employment checks must be carried out. Those checks are detailed in the main Safer Recruitment Policy and include:

- Identity
- Enhanced DBS Disclosure
- Qualifications
- Professional &/or Character References
- Previous Employment History

In some very rare instances, a school or organisation within DfESC may need to commence the employment of an individual prior to all checks having been completed. An example of this maybe that a teacher is required for the start of term, but the enhanced DBS Disclosure has not been received. In these very rare instances, and if the circumstances/rationale warrant it, referral can be made to HR at DfESC.

The Director of DfESC, or his specified nominee, is the only individual within the organisation who has the authority to give permission for an individual to commence employment prior to the completion of all pre-employment checks. In most instances this procedure would be used in relation to either an enhanced DBS Disclosure or references not having been received.

In making the decision, the Director will consider a risk assessment, completed by the recruiting manager (using the attached Risk Assessment Template) and in the case of an outstanding enhanced DBS Disclosure, a separate List 99 check must be completed (undertaken by HR). All decisions will be recorded on file by HR, with the outcome of the risk assessment and rationale for approving or rejecting such a request. This will provide an audit trail and allow internal monitoring as required.

Human Resources

EDUCATION, SPORT AND CULTURE
RISK ASSESSMENT

PLEASE ENSURE THE ATTACHED SHEET IS COMPLETED AND SUBMITTED WITH THIS RISK ASSESSMENT FORM

Date of Risk Assessment:				
Department/School:				
Nature of Risk Assessment:		Commencing Employment prior to the Completion of all Pre-employment Checks, notably Enhanced DBS Disclosure or References.		
Name of New Starter/Employee				
Risk Assessment Carried Out By:				
Review Date:		As required		
Hazard	Who might be harmed?	How do you rate the hazard?	Is the risk adequately controlled?	What further action is necessary?
Look only at hazards which result in significant harm under the conditions of work in your working environment	What group of individuals may be affected? How could they be affected?	High Medium Low	List the existing controls or note where the information may be found.	List the risks that are not adequately controlled and the action to be taken and the date by which action is to be taken.
			<p>If approval is given for the individual to commence employment, that individual should be appropriately supervised until the enhanced DBS Disclosure is obtained.</p> <p>A List 99 check has been carried out by HR @ DfESC and is attached.</p>	
Approved <input type="checkbox"/>	Rejected <input type="checkbox"/>	Date:	Rationale for Decision: Signed (Director of Education):	

Nature of Risk Assessment:	Commencing Employment prior to the Completion of all Pre-employment Checks, notably Enhanced DBS Disclosure or References.
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ADDITIONAL INFORMATION TO INFORM DECISION

Job Title			
Reason for Employment			
Proposed Start Date			
Reason why Checks are Outstanding			
Type of Contract			
Checks that have been Received and are Satisfactory (Please attach)			
Additional Background Info to help Inform Decision			
Recommendation of Recruiting Manager			
Name of Recruiting Manager		Date Completed	