

Safer Recruitment

This provides an overview of the key actions we must do, please read the **Safer Recruitment—Guidance for Managers** document on the Intranet for full details on safely recruiting staff.

Disclosure & Barring Service checks

Where a job involves working with children / vulnerable adults on a regular basis, employees will be required to have enhanced DBS check **before** they start work. This takes typically between 4 — 6 weeks (although can vary) and needs to be included in considerations when planning timeframes for the recruitment process. In exceptional circumstances a risk assessment may be completed to allow an employee to commence earlier but this should be discussed with HR Direct. Guidance on DBS checks can be found within the **Disclosure & Barring Service Policy**.

Right to Work in the UK

It is a **legal requirement** that all employees must provide evidence of their Right to Work in the UK **before** starting work. DCC could face fines of up to £20,000 or face other legal action should we not have this evidence from employees. This is still applicable for internal appointments. There is **no risk assessment** for this area, we must have this evidence. Guidance on what to be provided and helpful guides on checking evidence can be found in these document:

- Checklist - Right to Work in the UK Checklist
- Guide - Home Office Right to Work in the UK
- Guide - Right to Work in the UK guidance for Managers

References

All new entrants to DCC must have at least 2 satisfactory references from the most recent employers **before** they start work which covers the last 3 years (5 years for domiciliary workers). Internal staff appointments will only need 1 from their last manager within DCC. In exceptional circumstances a risk assessment may be completed to allow an employee to start before receiving a reference but this should be discussed with HR Direct. Guidance can be found within the **Recruitment & Selection Policy**.

Qualifications

Prior to commencing employment, employees must evidence that they have the essential qualifications set out in the person specification. Failure to provide these will mean the employee is unable to start, or that the job description will need to be submitted for re-evaluation which could result in a lower grade. There is **no risk assessment** for this area, we must have this evidence. Guidance can be found within the **Recruitment & Selection Policy**.