

## Safer Recruitment and Vetting Procedure

3D Recruit rigorously screens all potential candidates to ensure that those placed are of the highest calibre. Candidates who fail the registration process will not be placed but referred to organisations/educational establishments which may be more suited to their skill sets in line with the Referral and Signposting Policy.

Our first priority is to identify the initial suitability of candidates applying for a locum position with 3D Recruit. Primarily a telephone screening is undertaken and the following criteria used to select suitable staff is applied:

- Qualifications
- Recent and relevant experience
- Type of work required
- Geographical location
- Availability

Subject to the above criteria being met the candidate will be sent the following information:

Application Pack including:

- 3D Recruit Application Form
- Contract for Services
- Privacy Policy
- Code of Conduct
- General information about the company
- DBS link to an online application form
- Confidentiality Agreement
- Rehabilitation of Offenders Declaration

The candidate is then offered a face-to-face interview at a place, time and location convenient for them.

### Interview

All of our consultants are trained by APSCo in Safer Interviewing Skills or are qualified by experience. The objective of the interview is to assess the candidates' overall suitability for locum work, and to ascertain their particular strengths and weaknesses.

Specific checks are carried out on every candidate who registers through 3D Recruit. Candidates are required to bring the following original documentation to their interview:

- Photo identification (passport or driving licence)
- Proof of National insurance number
- Reference details
- Two passport sized photographs
- Evidence of Right to Work in the UK
- Proof of qualifications
- Proof of registration with Social Work England (social care) or QTS (education)
- Two proofs of address
- Current CV covering 10 years
- DBS Certificate (if registered on the Update Service)
- Evidence of training (Safeguarding etc)

Candidates will be interviewed and an application form completed. At this interview they will be asked to cover their previous and present employment and also to describe what position they are looking for in the future. The form covers the following subjects:

- Current Employment
- Wants
- Qualifications
- Availability
- Geographical Locations
- Pay
- Any other notes (this can include specifics about their required working environment etc)

During the interview Candidates are made aware of the standards of behaviour we expect from our locums, and of the existence of our policies and procedures; Allegations & Misconduct Policy, Complaints Policy, and Safeguarding Policy. Candidates are advised to check the 3D Recruit website for further policies and procedures. The interviewer provides an overview of the APSCo Compliance+ standards we adhere to and the safeguarding process. At the end of the interview the candidate is asked to sign a copy of the Interview Record, Privacy Policy, Contract for Services, and Code of Conduct (applicable to teachers). Copies of these documents are provided to them via post/email, together with the Allegations & Misconduct Policy, Complaints Policy and Safeguarding Policy for their information.

## **Checks and Requirements**

Following the interview and prior to the Candidate being considered for any work the following is obtained:

## **References**

Each candidate must supply a minimum of 2 referee details for the last 5 years (Social Work), or 2 years (Teachers/Tutors/TAs). These will be contacted and references obtained in writing. Suitable referees should be supervisors/managers or HR departments (if the candidate was permanently employed).

Bearer references are not acceptable and references are re-requested by 3D Recruit.

References from schools will only be accepted from referees with sufficient seniority, such as a Headteacher. Any references not completed by a senior member of staff, will be countersigned by them.

Unsatisfactory references are investigated, and appropriate action taken to ensure no candidate with child protection, safeguarding or disciplinary issues, or concerns are placed on assignment.

All gaps in employment over 1 month (social care) or 12 weeks (education) are verified with the candidate, a signed self-declaration obtained, and a character reference sought in support.

## **DBS - Enhanced Disclosures**

All candidates are required to undergo an Enhanced DBS check and will only be supplied work when a Clear DBS has been received. In any instance of an 'unclear' check being received, or any convictions disclosed at the point of registration, the offences are discussed fully with the candidate and a Risk Assessment completed. The case is referred immediately to a Company Director for a decision as to the suitability of the candidate being offered work via 3D Recruit. Once a decision has been reached the Risk Assessment is completed by 3D Recruit with the rationale and outcome recorded. All DBS checks not on the update service are renewed annually.

## **DBS Update Service**

Any candidates registered on the Update Service are asked to provide the original DBS certificate subscribed to their account. The certificate is checked to ensure the DBS is an Enhanced level check, that the correct workforces have been checked (Child and Adult Workforces for social workers, Child Workforce for teachers), no disclosures or releases of information are recorded, the relevant barred lists have been checked, and the position applied for is in line with the work sought by the candidate.

If the DBS does not meet these requirements, a new DBS is processed by 3D Recruit. A copy is taken and placed on the candidate's file and kept in line with the Records Retention Policy. Signed consent is obtained from candidates to conduct online status checks. A status check is conducted by 3D Recruit via the DBS Update Service website to confirm no change in status. If a change is indicated the candidate is questioned about this and requested to complete a new DBS. If the change relates to a release of information by police or a criminal offence, an immediate Risk Assessment is completed to determine whether it is appropriate for the candidate to continue being represented by 3D Recruit, whether they can continue in their role (if working on assignment and with the client's full knowledge/agreement), or the matter requires further action/referral. As best practice status checks are conducted every 12 weeks, however where a candidate is on a long-term assignment of over 12 weeks, a status check is conducted before the start of each new assignment.

## **Qualifications and Training**

Copies of original certificates are taken and saved electronically. The copies are signed and dated by the consultant confirming that the originals have been seen and retained on the candidate's file.

Candidates producing overseas qualification certificates are requested to provide official translations.

For education candidates, evidence of current Safeguarding Training is requested. If none is available the candidate is sent online Safeguarding and Child Protection training.

## **Professional Registration**

**Social Work England (SWE) / Social Care Wales (SCW) / Scottish Social Services Council (SSSC) / Northern Ireland Social Care Council (NISCC) / Health and Care Professionals Council (HCPC) / Nursing and Midwifery Council (NMC) verification**

All qualified social work candidates are required to have registered with SWE/SCW/SSSC/NISCC (whichever is appropriate). As of December 2018, the previous regulator HCPC ceased to issue Certificates or Registration cards, therefore each candidate is checked against the register to ensure current registration and that there are no active restrictions against them. A dated screen shot is saved and placed on the candidate's file. Checks of the register are conducted annually as a minimum, and before the candidate commences a new assignment

## **Qualified Teacher Status (QTS) verification**

All qualified education candidates are required to be registered with the QTS. Checks will be undertaken by 3D Recruit via the Teaching Regulation Agency website to confirm their current teaching status, section 128 barring directions, and against the following lists;

- Teachers who have failed induction or probation
- General Teaching Council for England (GTCE) sanctions
- Teachers and others prohibited from the profession
- Teachers sanctioned in other EEA member states

A dated screen shot is saved and placed on the candidate's file.

## Application Forms

Each candidate will be asked to complete and sign an application form. A copy of which will be provided to the candidate. Originals are kept on the candidate's file. For teaching candidates, a medical questionnaire is also required, however this is not requested until the vetting and safeguarding process is complete and the candidate submitted to a pool of successful candidates, to be offered a job when a suitable position arises.

Any conditions or health issues disclosed are discussed sensitively with the candidate, and their fitness to work ascertained. For more complicated health conditions a declaration/risk assessment is recorded by 3D Recruit and placed on the candidate's file.

## Identification / Photo ID

Each candidate will provide at least one form of photo identification. This can include a passport, driver's licence (with photo card), Identification Card, birth/marriage certificate. Copies of originals are seen and verified and placed on the candidate's file.

## Right to Work

Each candidate will be asked for proof of their eligibility to work in the UK. The original Right to Work will be validated in line with Government requirements –

<https://www.gov.uk/government/publications/right-to-work-checks-employers-guide/an-employers-guide-to-right-to-work-checks-6-april-2022-accessible-version>

A copy will be taken and verified as original seen and held on the candidate's file.

The Home Office online right to work checking service is used for candidates who are non-British nationals and hold a biometric residence permit (BRP), a biometric residence card (BRC) or have been granted pre-settled or settled status under the EU Settlement Scheme.

From **6 April 2022**, all candidates holding biometric cards will evidence their right to work using the Home Office online service only. Physical cards will no longer be accepted for the purposes of a right to work check even if it shows a later expiry date.

From **1 Oct 2022**, right to work is verified by one of the following methods, following the introduction of IDVT (Identification Document Validation Technology) – the digital solution to verifying identity and right to work:

- **Face-face verification (manual check)**
  - Expired UK/Irish Passport or expired Irish passport card
  - Birth or Adoption certificate for UK/Ireland/Channel Islands/Isle of Man
  - Current non-UK Passport with Indefinite Leave to Remain vignette
  - Immigration Status Document with Indefinite Leave to Remain
  - Certificate of Registration or Naturalisation as a British citizen
- **Home Office online RTW check – including ECS checks**
  - Biometric Residence Permit/Card + share code
  - EU/EEA/Swiss Passport + share code
  - ECS - ARC cards
  - ECS - Document or Certificate of Application for leave to enter/remain
  - ECS - Document from Jersey/Guernsey/Isle of Man re application made for leave to enter/remain, or granted limited leave to enter/remain under Appendix EU

- **IDVT check by an IDSP (Identity Service Provider)**
  - Current UK/Irish passports, Irish Passport Cards
  - BRP/BRC, EU/EEA/Swiss Passport + share code
  
- **Video registration meeting**
  - The original RTW document must be posted to us, so we have it in our possession when we conduct the video registration.

## EU Settlement Scheme

Where a candidate is an EU, EEA or Swiss Citizen, application to the EU Settlement Scheme will be necessary. From 1<sup>st</sup> July 2021, to continue living and working in the UK candidates will be asked for proof of settled or pre-settled status by providing us with a share code via [www.gov.uk/view-your-settled-status](https://www.gov.uk/view-your-settled-status). If a candidate has an application for the EUSS pending, a Certificate of Application will be requested and an ECS check conducted as verification. Any candidates holding a valid UK permanent residence document will also be asked for proof of status, or proof of application for citizenship before 30 June 2021.

If a candidate has indefinite leave to enter or remain (ILR), application to the EUSS is not necessary but if they choose to apply (and meet all the other conditions), they will get 'indefinite leave to remain under the EU Settlement Scheme' - also known as settled status, which will allow them to spend up to 5 years in a row outside the UK without losing their settled status.

If a candidate moved to the UK before it joined the EU on 1 January 1973, they may have been given ILR automatically if they were an EU, EEA or Swiss citizen who lived in the UK before 1973. If they were, an application to the EU Settlement Scheme is not necessary to stay in the UK after June 2021.

For candidates not having documentation confirming ILR status, they will need to either apply to the EU Settlement Scheme to get settled or pre-settled status or apply to the Windrush scheme to get proof of ILR status. If a candidate is from Malta or Cyprus, they can also apply for British citizenship through the Windrush scheme.

## Overseas Police Checks

Where a SW candidate has worked/lived overseas during the last 10 years whilst over the age of 18, for a period of 6 months or more, an overseas police check will be obtained, verified for originality and a copy signed and dated as original seen. As best practice, an overseas police check will be obtained where a candidate has worked/lived overseas whilst aged 18 and over during the last 10 years for a period of 3 months or more. For Education candidates a check will be undertaken if they have worked/lived overseas during the last 10 years whilst over the age of 18, for a period of 12 months or more.

Where an overseas police check cannot be provided (such as for gap years, non-working or travel through multiple countries) an appropriate good conduct letter is obtained.

A full professional reference may also be acceptable with full client disclosure.

All Skilled Workers (formerly Tier 2 (General)) visa applicants who want to work in specified health, education or social care sectors are required to provide a criminal record certificate from any country (except the UK) where they have lived for 12 months or more (whether continuously or in total) in the last 10 years, while aged 18 or over.

## Disqualification under the Childcare Act 2006

For candidates working with children aged 5 and under and also those working in wraparound care for children up to the age of 8, such as breakfast clubs and after school care, a signed Disqualification under the Childcare Act check is obtained.

## Summary of Interim Changes – COVID-19 30 March 2020 – 30 September 2022

In response to the COVID-19 pandemic, certain aspects of this Safer Recruitment & Vetting Procedure are not compatible with the closure of businesses and increased level of remote working.

Below is a summary of the interim changes that have been put in place to allow 3D Recruit to continue vetting candidates whilst not compromising the safeguarding of children and vulnerable adults:

### Registration interviews

Due to the increased prevalence of remote working, standard face-to-face interviews have been substituted for video interviewing. All registration interviews are recorded and placed within the candidate's electronic file. An Interview Record Form (IRF) is completed by 3D Recruit during the registration, using Microsoft Forms. Identification documents are held up by the candidate and verified over video by the interviewer.

### Employment History

An application form is sent to candidates via Microsoft Forms.

Any gaps within a candidate's employment are investigated and verified by 3D Recruit. Where a candidate has been on furlough, documentation from the furloughing entity confirming the furlough dates is obtained.

Where no independent evidence can be obtained to verify gaps in employment history, the usual process of obtaining a signed self-declaration plus character reference is applied.

### Proof of Identity, Qualifications

Where original documentation cannot be obtained, scanned copies or photos of ID are verified over video calls. A signed and dated copy of the documentation is saved within the candidate's electronic file.

### Eligibility to work in the UK

Right to work checks have been temporarily adjusted to ensure that they can still be carried out during the COVID-19 pandemic:

Checks can now be carried out over video calls, and by sending scanned documents or a photo of documents using email or a mobile app, rather than sending originals. The candidate and the original document must be seen on screen for verification.

The Employer Checking Service is used if a candidate cannot provide any of the accepted documents.

A signed and dated copy of the right to work is saved within the candidates electronic file and marked as "adjusted check undertaken on [date] due to COVID-19" – as per Home Office guidance.

For any candidates holding current Biometric Residence Permits, Biometric Residence Cards, or a status under the EU Settlement Scheme or the points-based immigration system, the online right to work checking service can be used while doing a video call, if the candidate has provided their permission for 3D Recruit to view these details.

From **6 April 2022**, all biometric card holders will evidence their right to work using the Home Office online service only. Physical cards will no longer be accepted for the purposes of a right to work check.

Identification Document Validation Technology (IDVT) can also be used from this date via an accredited provider, to carry out digital checks on British and Irish citizens who hold a valid passport.

The temporary change to Right to Work checks is due to end on 30 September 2022.  
From 1 October 2022 face-face physical document checks will resume for British and Irish citizens where IDVT is not used.

As per government guidance there is no requirement for retrospective checks to be carried out on those who had a COVID-19 adjusted check between 30 March 2020 and 30 September 2022 (inclusive).

### **DBS checks and Update Service**

To ensure necessary DBS checks are still carried out, DBS ID checking guidance has temporarily changed to allow the ID documents to be seen and verified over video link. The candidate and the original document must be seen on screen for verification. A signed and dated copy of the documentation is saved within the candidate's electronic file.

**Safer Recruitment and Vetting Procedure - Review Dates:**

Version	Review Date	Review By	Changes / Amendments	Next Review Date
v.1	May 2013	Chanel Taylor, Safeguarding Manager		May 2014
v.1	May 2014	Rachel Power, Safeguarding Manager		May 2015
v.1	May 2015	Rachel Power, Safeguarding Manager		May 2016
v.1	May 2016	Rachel Power, Safeguarding Manager		May 2017
v.1	May 2017	Rachel Power, Safeguarding Manager	No changes	May 2018
v.1.2	Mar 2018	Rachel Power, Safeguarding Manager	Policy amended to include reference to education requirements – QTS and medical questionnaire. Interview section amended to include reference to Allegations & Safeguarding policy and Compliance+. New section included re DBS Update Service. Right to Work section amended to include reference to additional guides on SW & ED compliance process	Mar 2019
v.1.3	Dec 2019	Rachel Power, Safeguarding Manager	Change of wording from HCPC to Social Work England. Inclusion of the EU Settlement Scheme.	Mar 2020
v.1.4	30 Mar 2020	Rachel Power, Safeguarding Manager	Temporary changes introduced due to Covid-19; the checking of Eligibility to Work in the UK, registration interviews, employment history, proof of identity, qualifications, DBS checks.	Mar 2021
v.1.5	20 Apr 2021	Rachel Power, Safeguarding Manager	Ending of temporary changes to RTW checks – 16 May 2021	17 May 2021
v.1.6	12 May 2021	Rachel Power, Safeguarding Manager	Amendment to end date of temporary changes to RTW checks – new end date of 20 Jun 2021	21 Jun 2021
v.1.7	14 Jun 2021	Rachel Power, Safeguarding Manager	Amendment to end date of temporary changes to RTW checks – new end date of 31 Aug 2021. Introduction of best practice for DBS status checks – every 12 weeks.	31 Aug 2021
v.1.8	26 Aug 2021	Rachel Power, Safeguarding Manager	Amendment to end date of temporary changes to RTW checks – new end date of 5 April 2022	5 Apr 2022
v.Apr-22	5 Apr 2022	Rachel Power, Safeguarding Manager	Amendment to Overseas Police Check requirement – from 5yrs to 10yrs. Amendment to end date of temporary changes to RTW checks – new end date of 30 September 2022. 6 Apr 2022 – Introduction of IDVT checks, physical biometric cards no longer accepted for purposes of RTW check.	1 Oct 2022
v.Oct-22	1 Oct 2022	Rachel Power, Safeguarding Manager	Addition to RTW section – IDVT checks via IDSP & new gov. guidance.	Apr-23



v.Dec-22		Rachel Power, Safeguarding Manager	Addition to references section re requirement for refs from schools to be completed by a referee with sufficient seniority.	Dec-23