

Policy Statement



Staff Vetting

We are committed to our responsibilities in relation to the employment of staff working with children and adults at risk. We will ensure that we undertake the relevant checks on all staff applying for posts ensure we adhere to legislation and best practice.

We will:

- Adhere to current legislation and best practice as given by regulatory bodies.
- Pursue three written references from each newly appointed employee with one reference being from their most recent or current employment. These references will be obtained prior to the employee's commencing employment.
- Ensure that each offer of employment is subject to three satisfactory references, a satisfactory Disclosure Scotland check and meeting the requirements of Immigration, Asylum and Nationality Act 2006.
- Confirm employee's registration or membership with the relevant professional bodies and keep a record of this check within employee's personal file.
- Assess each post in relation to working with children and adults at risk and determine the level of Disclosure Scotland check for that post.
- Ensure no employee commences employment without a relevant Disclosure Scotland check.
- Ensure no employee commences employment without satisfying the Immigration, Asylum and Nationality Act 2006.
- Ensure applicants provide full employment history, including dates of gaps in employment.
- Provide guidance and information to line managers on processes relating to this policy.

Relevant guidance is: Recruitment & Selection Guidance, Recruitment & Selection Interview Panel Handbook, Section 4 (Staff Vetting) – Conditions of Service, Secure handling, use, storage and retention of Disclosure information, Disclosure Scotland signatory guidance.

Helen Ostrycharz, Head of Human Resources, is the designated person in relation to this policy.

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Available in other formats on request.

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