

PRE EMPLOYMENT CHECKS (Actions and Responsibilities)						
ACTION		When is this done in the process?	Who is responsible for doing it? (Role / Name)	Who is responsible for entering information into the HR system?	Who is responsible for placing relevant evidence / document(s) in personnel file?	Notes
1	Identity Check – Photo ID	Requested to bring to interview for checking	Business Manager – Jayne Britten Head’s P.A. - Christine Baron	Business Manager – J Britten	Business Manager – J Britten	
2	Identity Check – date of birth	Requested to bring to interview for checking	Business Manager – Jayne Britten Head’s P.A. - Christine Baron	Business Manager – J Britten	Business Manager – J Britten	
3	Identity Check – address	Requested to bring to interview for checking	Business Manager – Jayne Britten Head’s P.A. - Christine Baron	Business Manager – J Britten	Business Manager – J Britten	
4	Qualifications Check	Requested to bring to interview for checking	Business Manager – J Britten	Business Manager – J Britten	Business Manager – J Britten	
5	List 99 check	During interview process	Asst Bursar Manager Martin Wayne	Business Manager – J Britten	Business Manager – J Britten	
6	DBS check	After job offer	Business Manager – Jayne Britten Asst Bursar - Martin Wayne	Business Manager – J Britten	Business Manager – J Britten	

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7	Right to Work in the UK	During interview process	Business Manager – J Britten	Business Manager – J Britten	Business Manager – J Britten	
8	Overseas Check – ‘Overseas Residence Confirmation Form’	Initiated during interview process	Business Manager – J Britten	Business Manager – J Britten	Business Manager – J Britten	
9	Overseas Check – further checks if necessary	Initiated during interview process	Business Manager – J Britten	Business Manager – J Britten	Business Manager – J Britten	
10	Reference 1 Check	During interview process	Head’s PA – Christine Baron Business Manager – J Britten	Business Manager – J Britten	Business Manager – J Britten	
11	Reference 2 Check	During interview process	Head’s PA – Christine Baron Business Manager – J Britten	Business Manager – J Britten	Business Manager – J Britten	
12	Medical Check	After job offer	Business Manager – J Britten	Business Manager – J Britten	Business Manager – J Britten	

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13	Completion of 'Group SCR and New Starter Checklist' (for front of personnel file)	After job offer through to start date	Business Manager – J Britten	Business Manager – J Britten	Business Manager – J Britten	
14	Final check that all pre-employment checks are completed and correct before start date.	Week before start date	Business Manager – J Britten	Business Manager – J Britten	Business Manager – J Britten	
15	If employee will be living on school site, request checks on any other member of their household living on site (16yrs +) who is not on school role and not employed by the school.	N/A	N/A	N/A	N/A	Add to HR system as non-employee and note "Employee relative/partner living in school accommodation"

16	'Child Protection Risk Assessment Form' & process – triggered if DBS not anticipated to be in place before start date.	Just prior to commencing if CRB not received	Headteacher – Susan Clarke Deputy Heads – Carolyn Sharps Kate Enefer	Business Manager – J Britten	Business Manager – J Britten	
SCR (Actions and Responsibilities)						
	ACTION	When is this done?	Who is responsible for doing it? (Role / Name)	Notes		
A	Printing out of SCR	Half termly	Business Manager – Jayne Britten			
B	Signing of SCR by Head/Principal	Half termly	Headteacher – Susan Clarke			
C	Secure storage of SCR printout	Half termly	Business Manager – Jayne Britten			
D	Secure disposal of previous SCR printout	Half termly	Business Manager – Jayne Britten			

E	Updating of anonymised SCR extract	Termly	Business Manager – Jayne Britten	See UCST Compliance Checklist for details
F	Uploading of anonymised SCR extract to the BiE Cloud	Termly	Business Manager – Jayne Britten	SCR extracts must be uploaded to the ‘Restricted Access – ISI’ folder in the school’s own folder in the Compliance Section of the BiE Cloud.

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