



RUSKIN COLLEGE

PRE-EMPLOYMENT SCREENING POLICY

Our Pre-Employment Screening Policy refers to our guidelines for investigating our job candidates' backgrounds as part of our hiring process. Background checks help us:

- Get insight into candidates' background.
- Ensure we hire reliable employees.
- Verify candidates' information for truthfulness and accuracy.
- Ensure safeguarding at the College.

All offers of employment are subject to the following satisfactory background checks and all checks must have been satisfactorily completed prior to an individual starting their employment at the College. The only exception to this is Visiting Tutors, see below for further information.

- Identity Checks - The most fundamental of all pre-employment checks as it forms the basis of all other checks. This information is requested at interview.
- Right to Work - All interview candidates are required to provide evidence of their entitlement to work in the UK. This information is requested at interview.
- Professional Qualification checks - Professional registration and qualification checks provide assurances that a prospective employee is recognised by an appropriate body, and they meet the required standards of education, training, competence and conduct for a particular role. This information is requested following formal acceptance of an appointment at the College.
- Criminal Records (DBS) - Criminal record checks play an important role in the recruitment process to ensure all appropriate measures are in place to prevent unsuitable people working with vulnerable individuals. This process will be initiated following formal acceptance of an appointment at the College.
- Reference Checks - All candidates are required to have satisfactory references to verify their employment and training history. This process will be initiated following formal acceptance of an appointment at the college and not without express permission from the candidate that referees may be contacted.

Hiring managers and HR staff must:

- Ask candidates to provide written permission before conducting a background check and let them know how long the process will take.
- Inform candidates of the results of their background checks and what we plan to do (reject or move candidates to the next hiring phase).

HR and hiring managers should keep the College's interests in mind when rating the seriousness of any issues background checks uncover. Generally, if hiring managers and HR decide a particular candidate would bring high or unreasonable risk to the College, they should reject the candidate.

HR and hiring managers can call candidates to discuss the results of their background checks in cases of minor discrepancies (e.g. a suspended licence.) If candidates answer satisfactorily, they may still be hired to work with our College.

Our confidentiality and data protection policies always apply to information background checks uncover.

Visiting Tutors

Visiting Tutors are required to have the same background checks as employees. A Visiting Tutor may however start at the College prior to receipt of a new DBS check if:

- They have provided a copy of their last DBS check prior to starting at the College and a new check has been initiated by the College.
- A Risk Assessment has been undertaken by the College to ascertain the risk a Visiting Tutor poses to the College.
- The Visiting Tutor is observed in their classes until their full DBS check is received.