

## DCI FLOWCHART OF SUITABLE CHECKING OF STAFF

### ALL STAFF

**1**  
**BEFORE THE INTERVIEW**

- Advertisement has to refer to safe guarding practice of school.
- Job description must refer to safeguarding.
- Ensure applicant has signed the safeguard statement.
- Extra references to be requested to address gaps in CV /criminal record check. →
- DCL will carry out DBS checks on all applicants from UK at a cost of 50 GBP per check. Schools are to contact Chris Parsons (the DCMI partnership officer) to start the process. Different countries criminal checks can be checked on

[:https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/194195/Countries\\_A\\_to\\_F\\_Application\\_processes\\_for\\_foreign\\_national\\_criminality\\_information.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/194195/Countries_A_to_F_Application_processes_for_foreign_national_criminality_information.pdf)

### LOCAL AND FOREIGN STAFF

- Request two written references using the DCI Reference Request Form → one reference should be from current employer.
- If people apply through agency, ensure certificates are verified by an approved person. If person is unsuccessful, destroy certificates.

### ALL STAFF

**2**  
**THE INTERVIEW**

- Safe guarding question should be asked at interview to determine applicants understanding of this area. →

### LOCAL STAFF

- Must present all original certificates to be signed by approved HR member of staff (qualification certificates, police check, and identity card). If applicant is unsuccessful they must be destroyed.

### FOREIGN STAFF

- Must present all original certificates, to be signed by approved HR and they must be destroyed if applicant is unsuccessful.
- If interview is over Skype, must tell applicant that offer is conditional on their certificates being couriered and HR completing the process above.

### ALL STAFF

**3**  
**CONDITIONAL OFFER OF EMPLOYMENT**

Candidate can receive an offer conditional upon:

- 1) References being received, checked & in employee's files,
- 2) One or more referee phoned to verify reference & question regarding candidate's suitability to work with children is asked → conversation must be recorded on DCI form,
- 3) Criminal check is up to date,
- 4) DCI Register of Appointment Checklist is completed and in employee's file → evidence must be added to HR central data base

- If there are any concerns over gaps in employment or the quality of police check, ask for three references which all need to be verified over the phone and evidenced on the 'Reference Checklist Form'.

### FOREIGN STAFF

- Medical check must be part of visa application process.
- Appropriate visa must be obtained.

### ALL STAFF

**4**  
**EMPLOYMENT**

**Candidates can only start employment once the above checks are satisfactorily completed**

- Induction must include first level safe guarding training. →

### FOREIGN STAFF

- Appropriate visa certification to work and live in country needs to be obtained and updated as needed → copies must be kept in employee's file.

**Each candidate must have a 'Register of Employment Record' that can be used alongside this guidance. This must be completed before employment and placed on candidate file.**

**DCMI will carry out an annual safeguarding audit which will include a cross check of this safer recruitment process.**