



Pre-employment Screening and Background Checking policy and procedures.

Statement of intent: It is our intention to comply with the new European standard. From April 2008 employers are required to meet a European standard of Identity verifications, which includes a face-to-face identity check.

Aim: To accurately verify the identity of any potential new practitioner when attending an interview.

- 2 references should be obtained prior to interview.
- Obtain photograph identification and verify the face-to-face identification of the photograph to the person.
- Check the signature in the visitor's book to the identification provided.
- Ensure the visiting interviewee signs the confidentiality commitment form.

If the candidate is successful the following pre-employment checks must be undertaken.

- Right to work
- Registration and qualification
- Employment history and references
- Criminal records check
- Occupational health reports

In accordance to article 19 Protection from Abuse and Neglect.

This policy was adopted at a meeting of Pippins Pre-school and nursery

Held on Thursday 19th October 2023

Signed on behalf of the Management Trustee Directors

Role of signatory (e.g. chair etc.)

Chair

Commenced 2011 - Reviewed 22.10.2020, 25.01.2024