



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.

- Obtain photograph identification and verify the face-to-face identification of the photograph to the person.
- Check the signature in visitor's book to signature of a form of identification such as a credit-card or driving license.
- 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 22nd October 2020

Signed on behalf of the Management Trustee Directors



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

Commenced 2011 - Reviewed 22.10.2020