



Kensington Park  
SCHOOL

# **SAFER RECRUITMENT POLICY**

**INCLUDING RECRUITMENT AND  
SELECTION PROCESS**

**Date: October 2022**  
Next review: September 2023



## Safer Recruitment Policy

This policy sets out procedures and systems put in place in order to safeguard children through safer recruitment of staff, volunteers and others who may come in contact with children in our care while working or providing a service for Kensington Park School.

This policy is governed by the latest guidance for schools published in *Keeping Children Safe in Education* (September 2022).

It also has regard for:

- *the Education Act 2002;*
- *the Equality Act 2010;*
- *the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (amended 2013);*
- *the Independent Educational Provision in England (Prohibition on Participation in Management) Regulation 2014;*
- *the Childcare Act 2006 (amended 2018);*
- *the Counter-Terrorism and Security Act 2015*
- *the Data Protection Act 2018;*
- *the European Union (Withdrawal Agreement) Act 2020 and relevant associated legislation; and*
- *HM Government's UK Digital Identity and Attributes Framework*



## 1. General

- 1.1 Star Education Investment Ltd is the proprietorial body of Kensington Park School Limited, an academically selective independent day and boarding school for boys and girls.
- 1.2 Mr Hao Wu, Chairman of the Board of Directors, is the proprietor's representative as registered with the Department for Education. Correspondence for Mr Wu should be directed to:
  - ✉ How Wu  
C/o Kensington Park School  
59 Queen's Gate  
London  
SW7 5JP
  - ✉ directors@kps.co.uk
  - 📞 +44 (0)7970 827 207 (c/o Business Director)
- 1.3 The Star Education Investment Ltd. delegates the day to day governance of the School to KPS Advisory Board. Accordingly, the KPS Advisory Board has executive responsibilities on behalf of the Star Education Investment Ltd. and provides vital strategic leadership and accountability. This ensures that the School's performance in the fundamental areas of the School's operation, such as safeguarding, academic, pastoral and financial, remains outstanding and that key decisions about the life and direction of the School reflect our overarching vision and ethos.
- 1.4 Kensington Park School ("the School"), is committed to ensuring the best possible environment for the children in its care. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.
- 1.5 We aim to recruit staff that share and understand our commitment to safeguarding and to ensure that no job applicant is treated unfairly based on a protected characteristic as defined within the Equality Act 2010, or for any other reason.
- 1.6 All candidates, staff and volunteers are checked according to the UK Statutory and Regulatory Requirements and the checks are made in advance of appointment or as soon after as practicable.
- 1.7 Any queries on recruitment process and documentation should be directed to the KPS Staff Recruitment Team by email vacancies@kps.co.uk



## **2. Safer Recruitment Policy**

- 2.1 This Safer Recruitment Policy refers and applies to staff directly recruited, selected and employed by Kensington Park School.
- 2.2 In the case of agency or contract workers, the School shall obtain a Letter of Assurance from the agency or company that they have carried out the appropriate checks and the details of the checks conducted. The School conducts identity checks on agency and contract workers on arrival in School and, in the case of agency workers (including supply staff), the School must be provided with a copy of the DBS check for such staff.
- 2.3 An entry will be made on the Single Central Register for all current members of staff of the School, the Advisory Board Members and all individuals who work in regular contact with children including supply staff and those employed by third parties. The master of Single Central Register is held by the KPS Human resources Team.
- 2.4 The checks will include, but may not be limited to:
- identity checks,
  - enhanced DBS disclosure (renewed every 5 years) including Barred List check
  - right to work in the UK,
  - prohibition from teaching check,
  - qualifications check,
  - overseas checks including police/criminal record checks for those who have spent more than three months out of the UK at one time in the five years preceding appointment and Letters of Professional Standing (or equivalent) for those who worked as teachers outside of the UK,
  - two satisfactory references,
  - declaration of medical fitness,
  - check of previous employment history,
  - prohibition from school management – for leadership roles (including members of KPS Advisory Board, as well as teaching and non-teaching heads of faculty/department).
- 2.5 In respect of contractors, unchecked contractors will under no circumstances be allowed to work unsupervised in the School. The School will determine the appropriate level of supervision depending on the circumstances.
- 2.6 Any staff who transfer into the School under TUPE regulations, will be required to undergo the statutory checks with regard to safer recruitment regulations. Their information will be included in the Single Central Register and a note made that details have been accepted and reviewed under TUPE.



### 3. Recruitment and Selection Process

- 3.1 Kensington Park School Recruitment and Selection process aims to ensure that the best possible staff are selected, based on their merits, abilities and suitability for the post and to ensure that all applicants, whether internal or external, are considered equitably and consistently.
- 3.2 Unless stated otherwise, the document templates are produced by the KPS Human Resources Team and distributed as appropriate.
- 3.3 Documentation gathered during the recruitment and selection process for successful candidates will form the basis for their personnel file.
- 3.4 **STAFF (including unsupervised volunteers)**

The recruitment and selection process for staff and unsupervised volunteers consists of the following steps:

#### 3.4.1 Identification of vacancy

Any potential vacancy can be suggested by a Head of Faculty/Department in liaison with their line manager and must be presented for authorisation in line with the procedure as outlined below. Only once a business and/or curriculum case has been made by the relevant manager, will such an appointment be considered for approval. Business cases can include curriculum changes, expansion of departments and increased popularity of subjects, replacement of staff or market requirements to suit the particular expectations of the parents and students.

#### 3.4.2 Authorisation to recruit

Identified vacancies will be forwarded for approval and authorisation to the Headmaster and Business Director. No recruitment and selection process will be initiated without such authorisation.

Any representations made to candidates and/or recruitment agencies without authorisation are not recognised as made on behalf of KPS and the School reserves the right to disregard any arrangements made in such circumstances.

#### 3.4.3 Planning – Vacancy Brief

The Vacancy Brief will be produced by the designated line manager, in liaison with KPS Human Resources Team, and reviewed on regular basis. It will include the following:

- Background information about the School;
- Job description summarising the main duties and responsibilities of the post;
- Person specification clarifying expected qualifications and experience;
- Details of how to apply and by what date.



The School will make candidates aware that all posts in the School involve responsibility for safeguarding of children, although the extent of that responsibility will vary according to the nature of the post.

#### 3.4.4 Advertising of new post

Advertisements for all posts will be carefully constructed to ensure they promote our commitment to safeguarding of pupils, and clearly state that all staff are subject to an enhanced DBS check.

All posts will be advertised locally and/or nationally and will be open to both internal and external applicants. The Vacancy Briefs will be made available to candidates either directly (via email) or enclosed with the advertisement.

#### 3.4.5 Application Form

The School will only accept applications from candidates who completed the relevant Application Form. CVs will not be accepted in substitution for completed Application Forms or as part of such.

The Application Form must be completed in full. Any omissions may result in rejection.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or in summary dismissal by the School if they have been appointed, and a possible referral to the police and/or Disclosure and Barring Service and Teaching Regulation Agency where appropriate.

A completed Application Form must include:

- Current and former names, date of birth, current address, National Insurance Number and declaration of eligibility to work in the UK;
- Full detailed career history in reversed chronological order, including explanation of any periods not covered and reasons for leaving employment; checks will be made of previous employment history to ascertain satisfactory reasons for any gaps in employment and any discrepancies will be discussed with the candidate;
- Full details of qualifications relevant to the position applied for, including awarding body and date of award;
- Teachers with Qualified Teacher Status (QTS) will be asked to provide their DfE number;
- Declaration of any family or close relationship to existing or potential employees or employers;
- Statement from the applicant on their personal qualities and experience, which they believe meets the selection criteria specified in the Vacancy Brief for the post;



## Safer Recruitment Policy

- Contact details of at least two referees, one of whom must be the current or most recent employer;
- Declaration of medical fitness for the post;
- Criminal background information – any convictions, cautions, reprimands or warnings must be disclosed to the School. Upfront disclosure of a criminal record may not debar a candidate from appointment. The School shall consider the nature of the offence, how long ago and at what age it was committed, and any other relevant factors.

Please note: Certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the [Disclosure and Barring Service website](#). As the position for which candidates are applying involves substantial opportunity for access to children, it is important that applicants provide the School with legally accurate answers.

Additionally, successful applicants should be aware that they are required to notify the school immediately if there are any reasons why they should not be working with children. This includes any staff registered as someone who has unspent cautions or convictions for a relevant offence or has been disqualified from working with children.

The School will not unfairly discriminate against any candidate for employment based on conviction or other details revealed. The School makes appointment decisions on the basis of merit, suitability and ability.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify a candidate from appointment or result in a disciplinary action and possible summary dismissal if the discrepancy comes to light subsequently.

The declaration of criminal background must be included with the Application Form. Any further details should be submitted in confidence, enclosing details in a separate sealed envelope or password protected document if submitted electronically. This will be opened only in the event of the candidate being shortlisted to attend the interview. The disclosure will be considered by the Headmaster, Business Director and Head of HR and risk assessment conducted.

The disclosure will be destroyed as appropriate.

If candidates would like to discuss this before submitting their application, they are encouraged to contact in confidence the KPS Head of HR for advice or refer to the guidance available from [Disclosure and Barring Service website](#).



### 3.4.6 Shortlisting

The School will short-list applicants according to the relevance and applicability of their professional attributes and personal qualities to the role as specified in the Vacancy Brief. Shortlisted applicants will be invited to attend a formal interview at which their relevant skills and experience will be discussed in more detail.

The outcome of shortlisting will be communicated to all applicants; however, individual feedback for unsuccessful candidates may not be available in the event of high volume of applications.

### 3.4.7 Interview

The invitation to the interview will indicate the following: proposed date, time, venue (including directions), outline of the programme, a reminder of the criminal disclosure obligation and a list of necessary documents.

All candidates' IDs will be checked thoroughly on arrival to the school site. The School requests that all candidates invited to interview bring with them:

- ID Documents – please see [government guidance](#) for a list of acceptable documents;
- Proof of current address – please see [government guidance](#) for a list of acceptable documents;
- Birth Certificate;
- Evidence of right to work in the UK – please see [Right to Work Checklist](#) for details;
- Driving Licence – photo card (if available);
- Certificates of any professional qualification relevant to the role.

From October 2022, KPS follows the government guidance outlined in the UK Digital Identity and Attributes Framework. As such, please note that originals of the above document will be necessary and will need to be verified in person. Copies will not be accepted.

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

All formal interviews will have a panel of at least two people, a minimum of one of whom will have undertaken Safer Recruitment training. The Headmaster (or a member of Leadership Team delegated by the Headmaster) and a senior member of staff from relevant faculty department will form part of the interview panel. Where the interview is for a boarding house post, members of the boarding management team will form part of the panel.





By preference, the interviews will be conducted in person and the areas which they will explore will include suitability to work with children. In extraordinary circumstances parts of the interview process may take place remotely, usually via live video link.

All interviews will be clearly structured. The interview panel will be required to record their findings on each candidate. These would subsequently form part of the successful candidate's personnel file. The panel will ask candidate's specific questions relating to the information provided in the Application Form.

In all cases and without exception, the panel will ask questions relating to safeguarding of children and young people. The panel will assess the following:

- Candidate's understanding of safeguarding of children and young people in line with the Kensington Park School safeguarding related policies and DfE Guidance;
- Candidate's attitude towards children and young people;
- Candidate's ability to support and uphold the School's agenda for safeguarding and promoting welfare and wellbeing of students.

In addition, and when possible, teaching candidates may be required to teach a sample lesson of 20 to 30 minutes. The contents and level of the lesson will be communicated to the candidate in advance for preparation. A member of the interview panel will provide feedback on the lesson to the candidate.

Administrative and support candidates may be required to perform a practical task either as part of the interview process or prior to attending.

#### 3.4.8 Selection decision

The selection process is designed to explore the applicants' ability to carry out the duties and responsibilities specified in the Vacancy Brief and to meet the person specifications for the post. It will also ensure that the chosen candidate can meet the safeguarding criteria.

Decisions will be made objectively and with regard for Equality Act 2010.

Staff selection will be made with due regard for the School's educational and business needs with commercial outlook in place.

#### 3.4.9 Conditional Offer of Appointment – Pre-Appointment Checks

The offer of employment will be communicated to the candidate verbally first to allow the candidate to ask questions and address any concerns. It will include information about pay, start date, job title working hours and other relevant general terms. Written confirmation will follow.

Any offer of employment will be conditional and subject to pre-employment checks listed in the Safer Recruitment Policy above. In the event of the pre-employment checks proving unsatisfactory, the offer will be revoked.



It is the School's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be assessed and held by the School's Occupational Health Advisor in strictest confidence. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role. Should the OHA require any further details or clarification of the information included in the questionnaire, a consultation phone call or meeting will be arranged with help from KPS Human Resources Team. Any recommendation made by OHA will be discussed with the candidate and implemented as appropriate and reasonable. The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

Separately, the School has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent Duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent Duty assessment.

#### 3.4.10 References

Details of two referees will be obtained at application stage, one of whom must be current or most recent employer.

Where possible to do so, the School will seek references prior to interview.

The School will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references and testimonials.

Written references will be followed up with a phone call or further email correspondence as appropriate.

Information given by the referees will be compared with the Application Form to ensure that there is clarity and consistency. Where there is a discrepancy this will be addressed with the applicant at interview where possible or before a formal offer of appointment is made.

If the candidate is currently working with children, on either a paid or voluntary basis, the School will ask their current employer about disciplinary offences, including disciplinary offences relating to children or young people (whether the disciplinary sanction is current or time expired), and whether the candidate has been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure.

If the candidate is not currently working with children but has done so in the past, the School will ask the past employer about those issues.



Where neither the current nor the previous employment has involved working with children, the School will still ask the current employer about the candidate's suitability to work with children.

Where the candidate has no previous employment history, the School may request character references that may include references from the candidate's school or university.

#### **3.4.11 Enhanced DBS check**

Under the current legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the Disclosure and Barring Service of individuals who are considered unsuitable to work with children.

In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence.

It is a criminal offence for any person disqualified from working with children to attempt to apply for a position within the School. The School will report the matter to the Police and/or the Disclosure and Barring Service if:

- the School receives an application from a disqualified person;
- the School is provided with false information in support of a candidate's application; or
- the School has serious concerns about an applicant's suitability to work with children.

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
- in the case of disqualification from providing childcare, whether the applicant has or is able to obtain an Ofsted waiver from disqualification; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.



If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink-driving or dangerous driving offences.

#### 3.4.11.1 DBS update service

Where an applicant subscribes to the DBS Update Service, the applicant must give consent to the school to check there have been no changes since the issue of a disclosure certificate. A Barred List check will still be required.

#### 3.4.11.2 DBS delay

In the circumstances where the Enhanced DBS check result is delayed (and provided that the DBS application has been made in advance), . However, if an Enhanced Disclosure is delayed, the Headmaster may, at his discretion and with consent of the Designated Safeguarding Lead, allow the person to commence work:

- Without confirming the appointment;
- After a satisfactory check of the Barred List, if the person will be working in regulated activity and all other relevant checks (including any appropriate prohibition checks) having been completed satisfactorily;
- With appropriate safeguards taken (for example, supervision);
- Safeguards reviewed at least every two weeks by the Headmaster and the person in question;
- The person in question is informed what these safeguards are; and
- A note is added to the Single Central Register and evidence kept of the measures put in place.

### 3.5 **ADVISORY BOARD MEMBERS**

3.5.1 The recruitment and selection process for KPS Advisory Board members will require candidates to submit a summary of their employment history to the Clerk of KPS Advisory Board along with the cover letter justifying their interest in joining the Board.



- 3.5.2 The candidates will be invited to meet the Chair of the KPS Advisory Board.
- 3.5.3 The Chair will present the candidates' credentials to the other members of the Advisory Board for discussion and review. On occasions, the Chair may also consult the Headmaster and the Business Director.
- 3.5.4 Following the discussion and consultation, the Chair of the KPS Advisory Board will make a recommendation to the Board of Directors for final approval.
- 3.5.5 Approved candidates will be formally invited to join the Advisory Board in writing via the Clerk.
- 3.5.6 All members of the KPS Advisory Board are considered to be working in regulated activity and as such are subject to the same pre-employment checks as staff and unsupervised volunteers.

### 3.6 **PROPRIETORS**

- 3.6.1 Star Education Investment Ltd. is the proprietor of Kensington Park School. The members of the Board of Directors are appointed by the shareholders. The proprietor acts through their representative.
- 3.6.2 The Chair of the Board of Directors is the proprietor's representative, as registered with the UK Department for Education. Please see [Introduction](#) for details.
- 3.6.3 The Chair of the Board of Directors is considered to be working in regulated activity and as such is subject to the same pre-employment checks as staff and unsupervised volunteers.

## 4. **Data Protection Law**

- 4.1 The School will comply with its obligations regarding the retention and security of records in accordance with DBS Code of Practice. Copies of DBS certificates will not be retained on file.
- 4.2 The School will process personal data in accordance with the Data Protection Act 2018. We will process such personal data as set out in the School's [Privacy Notice](#), as may be amended from time to time.



Kensington Park  
SCHOOL

## Right to Work Checklist

This checklist should be completed by the checker for a new employee **or** a follow up check for a current employee with a visa expiry date.

Employee Name:

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Position:

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Date:

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Type of Check

- Initial check for a new employee
- Follow up check for a current employee

## **STEP ONE: ASK FOR ACCEPTABLE DOCUMENTS DEMONSTRATING RIGHT TO WORK**

For an in person manual right to work check, you must check that the original document(s) provided are acceptable by ticking the relevant box from List A **or** List B below.

\*If you wish to conduct an online check the individual must have a Biometric Residence Permit (BRP) card or have status issued under the EU Settlement Scheme, see section (iii) in Appendix section below for further details.

**LIST A** – Documents which demonstrate an ongoing right to work. No follow up check required.

- 1. A **passport** showing that the holder is a British citizen of the United Kingdom or the Republic of Ireland.
- 2. A **full Birth or Adoption Certificate** issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **together with** an official document giving the person's permanent National Insurance (NI) number (e.g. a P45, P46, National Insurance card, or letter from HMRC or DWP).
- 3. A **current Biometric Residence Permit** issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK.
- 4. A **current passport** endorsed to show the holder is exempt from immigration control, is allowed to stay indefinitely in the UK or has the right of abode in the UK.
- 5. A **current Immigration Status document** issued by the Home Office to the holder with an endorsement indicating that the person named is allowed to stay indefinitely in the UK, **together with** an official document giving the person's permanent National Insurance (NI) number (e.g. a P45, P46, National Insurance card, or letter from HMRC or DWP).
- 6. A **Birth or Adoption Certificate** issued in the Channel Islands, the Isle of Man or Ireland, **together with** an official document giving the persons permanent National Insurance (NI) number (e.g. a P45, P46, National Insurance card, or letter from HMRC or DWP).
- 7. A **Certificate of Registration or Naturalisation as a British Citizen**, **together with** an official document giving the persons permanent National Insurance (NI) number (e.g. a P45, P46, National Insurance card, or letter from HMRC or DWP).

Please note that, as of 1 July 2021, the following documents are no longer acceptable:

- A **passport** or **national identity card** showing that the holder is a national of the European Economic Area or Switzerland. (see **Appendix** for a list of EEA countries).
- A **Registration Certificate** or **Document Certifying Permanent Residence** issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A **Permanent Residence Card** issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.

**LIST B – GROUP 1**

Documents which demonstrate a right to work for a limited period of time.

Such documents must be re-checked before their expiry, see STEP FOUR below.

- 1. A **current passport** endorsed to show that the holder is allowed to stay in the UK and is allowed to do the type of work in question.
- 2. A **current Biometric Residence Permit** issued by the Home Office to the holder which indicates the named person can currently stay in the UK and is allowed to do the type of work in question.
- 3. A **current Tier 4 student Biometric Residence Permit** issued by the Home Office to the holder which indicates the named person can currently stay in the UK and is allowed to do the type of work in question together with a letter from the University confirming their academic term times.
- 4. A **current Immigration Status Document** issued by the Home Office to the holder with a valid endorsement indication that the named person may stay in the UK and is permitted to work, **together with** an official document giving the persons permanent National Insurance (NI) number (e.g. a P45, P46, National Insurance card, or letter from HMRC or DWP).

Please note that, as of 1 July 2021, the following documents are no longer acceptable:

- A **current Residence Card** issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland.

**LIST B – GROUP 2**

Documents where a time-limited statutory excuse lasts for six months.

A follow up check must be diarised, see STEP FOUR below.

- 1. A **Positive Verification Notice** issued online by the Home Office Employers Checking Service to the employer which indicated the person may stay in the UK and is permitted to work.
- 2. A **Certificate of Application** issued by the Home Office to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is **less than 6 months** old **together with a Positive Verification Notice** from the Home Office online Employers Checking Service.
- 3. An **Application Registration Card (ARC)** issued by the Home Office clearly stating that the holder is 'ALLOWED TO WORK' or 'EMPLOYMENT PERMITTED', **together with a Positive Verification Notice** from the Home Office online Employers Checking Service.

\*See Appendix for the list of countries in the European Economic Area and a list of documents that are **not** acceptable for establishing right to work.



**STEP TWO: CHECK THE DOCUMENTS ARE GENUINE AND THE PERSON PRESENTING THEM IS THE EMPLOYEE OR PROSPECTIVE EMPLOYEE**

Complete the checklist below for all documents provided.

- |       |  |                          |     |
|-------|--|--------------------------|-----|
| 1.    | Are the photographs consistent with the appearance of the person?  | <input type="checkbox"/> | Yes |
|       |  | <input type="checkbox"/> | N/A |
| <hr/> |  |                          |     |
| 2.    | Do the documents appear to be genuine, and is it reasonably apparent that they have not been tampered with?  | <input type="checkbox"/> | Yes |
|       |  | <input type="checkbox"/> | N/A |
| <hr/> |  |                          |     |
| 3.    | Have you checked any work restrictions on the documents to determine if the person can do the work in question?  | <input type="checkbox"/> | Yes |
|       |  | <input type="checkbox"/> | N/A |
| <hr/> |  |                          |     |
| 4.    | Are the expiry dates on List B documents for limited leave remain in the UK current and not expired?   | <input type="checkbox"/> | Yes |
|       |  | <input type="checkbox"/> | N/A |
| <hr/> |  |                          |     |
| 5.    | Do any endorsements, stamps, visas, permits, etc. state that person is not permitted to work?  | <input type="checkbox"/> | Yes |
|       |  | <input type="checkbox"/> | N/A |
| <hr/> |  |                          |     |
| 6.    | If more than one document has been submitted, are the dates of birth consistent across the documents and with the person's appearance? Have you requested additional documents to explain differences in name across documents? (such as a marriage certificate, decree absolute etc.) | <input type="checkbox"/> | Yes |
|       |  | <input type="checkbox"/> | N/A |

### **STEP THREE: COPY AND CERTIFY DOCUMENTS**

You must make a clear copy of each document in a format which cannot later be altered, then retain the copy electronically.

1. Is one of the documents a **passport**?  Yes
- N/A

If **YES** then you only need to scan;

- the front cover and any page(s) providing details of name, nationality, photograph, date of birth, signature, date of expiry and biometric details;

and

- any pages containing UK Government endorsements' showing that the person is permitted to work in the UK (Indefinite Leave to Remain stamp, Immigration Status Document etc.).

**All** other documents must be scanned **in full**, including the front and back of any Biometric Residence Permit (BRP) cards.

**All** documents must be retained on the individual's personal file.

**The checker should sign the declaration on the Scanning Sheet on the next page and use the Scanning Sheet over all documents to be scanned.**

Right to Work  
Scanning Sheet

Checker's Declaration

I confirm that I have personally seen  
the original document, and that this is  
a certified true copy.

.....

Signed

.....

Print Name

.....

Date

#### **STEP FOUR: FOLLOW UP CHECKS DIARISED**

If you have correctly carried out the above three steps the company will have a full defence (statutory excuse) against illegal working claims. However, for List B documents you must diarise a follow up check:

1. **List A** – The person will have the right to work for the full duration of their employment. No follow up required.
2. **List B – Group 1** – Carry out a follow-up check before the document evidencing the person's permission to work expires. This means that you should diarise to carry out a follow up check two months before the expiry date.
3. **List B – Group 2** – This is time limited which expires six months from the date specified on the online Home Office's Positive Verification Notice. This means that you should diarise to carry out a follow up check when this notice expires.

## **Appendix (do not scan)**

### **(i) EU / European Economic Area (EEA) Member States Documents**

Passports and identity cards from the following countries are not acceptable right to work documents from 1<sup>st</sup> July 2021 without any further visa or endorsement:

Austria	Finland	Lithuania	Slovenia
Belgium	Germany	Luxembourg	Spain
Bulgaria	Greece	Malta	Sweden
Croatia	Hungary	Netherlands	Switzerland
Cyprus	Iceland	Norway	
Czech Republic	Ireland	Poland	
Denmark	Italy	Portugal	
Estonia	Latvia	Romania	
France	Liechtenstein	Slovakia	

### **(ii) Documents that are not acceptable for proving right to work**

The following documents are **not acceptable** for establishing an individual's right to work in the UK and may not be accepted:

- Driving Licences
- National Insurance numbers on their own in any format
- Short (abbreviated) birth certificates issued in the UK which do not have details of at least one of the holder's parents
- Home Office Standard Acknowledgement Letters of Immigration Service Letter which states that an asylum seeker can work in the UK
- Passports describing the holder a British Dependent Territories Citizen stating that the holder has a connection with Gibraltar
- Bills issued by a financial institution or a utility company

### **(iii) Home Office online right to work checking service**

For an online right to work check individuals must have a Biometric Residence Permit (BRP) card or have status issued under the EU Settlement Scheme. This limits the circumstances when online checks are possible. If you do wish to conduct an online check, there are three basic steps:

1. Use the Home Office online right to work checking service (the "View a job applicant's right to work details" page [www.gov.uk/view-right-to-work](https://www.gov.uk/view-right-to-work)). If the online check confirms the person is entitled to work you can proceed.
2. Satisfy yourself the online photograph is consistent with the appearance of the person.
3. Retain a clear copy of the online response page on the gov.uk website.