

## NCYPE Employee Vetting Policy - Information Summary Sheet

Please note that all **NCYPE employment is subject to certain pre-employment checks**, which must be completed satisfactorily **prior to commencement of employment**.

The following is a summary of the NCYPE Vetting Policy for the information of prospective employees.

### Application Forms

Please ensure that you complete these forms in full, sign and date them prior to returning to the NCYPE HR Department.

### Documentation

If you are shortlisted for interview you will be required to bring with you the following original documentation:

- **Proof of identity - ie passport or driving licence (photocard type)**
- **As many of the following as possible:**
  - Original birth certificate (or similar if born outside of UK)
  - Paper driving licence
  - P45/P60 statement
  - Non-original birth certificate
  - Marriage certificate
- **And one or two proofs of address, for example:**
  - Recent utility bill
  - Recent credit card statement
  - Recent bank statement
  - Recent mortgage statement
  - Recent insurance statement
- **Proof of entitlement to work, if not a national of a European Economic Area country**
- **Relevant qualifications**

The production of this documentation will speed up the processing of your application if successful. It will enable us to send off the Enhanced Police Disclosure Form without requesting the documentation again.

If your application is unsuccessful this information will be destroyed.

### Police Disclosure

**All positions at the NCYPE require an Enhanced Police Disclosure.** If an offer of employment is made you will be required to give written permission to apply for this disclosure and supply the relevant supporting documentation.

**The NCYPE will apply for this disclosure and pay the required fee, providing you take up an offer of employment and remain in our employment for at least 6 months.**

You must complete the relevant section of the Application Form to declare if you have any convictions, bind overs, cautions or reprimands, warnings or criminal charges pending to disclose. If you have you must give full details of these on a separate piece of paper and submit with your application. Failure to make such a declaration may invalidate your application at a later stage. You will not necessarily be barred from employment if you have a criminal record, the NCYPE management will consider the individual circumstances in line with the Vetting Policy.

## The NCYPE will not employ a candidate with:

- A conviction for any offence five years prior to the proposed date of employment (excluding driving offences)
- A conviction for a driving offence five years prior to the proposed date of employment involving serious injury or death through dangerous driving
- A conviction for a drug offence 10 years prior to the proposed date of employment
- A conviction, caution, reprimand or bind over for child abuse or any action to the detriment of children or young persons
- A conviction, caution, reprimand or bind over for any act of aggression eg threatening behaviour, grievous or actual bodily harm, disturbing the peace, arson (this list is not exhaustive)
- A disqualification from all work with children as set out in section 36 of the Criminal Justice and Court Services Act 2000
- Anybody who is included on List 99 and/or the Protection of Children Act (PoCA) List and/or the Protection of Vulnerable Adults (Pova)
- This is not an exhaustive list.

Any variations from this policy must have written authority from the Chief Executive.

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## References

If an offer of employment is made it will be subject to two written references, one from your present employer and one from a previous employer. Details of these should be included on your application form.

- You must in addition supply us with a complete employment history from the end of full time education to the present day as requested on the application form
  - You must be able to explain all employment gaps
  - The NCYPE may contact **any** previous employer to verify employment history
  - The NCYPE may require verification of employment dates and reasons for leaving employment in connection with all positions involving work with children or vulnerable adults.
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## Medical Declaration

If an offer of employment is made you must complete the Health Questionnaire in full. A positive health declaration will not necessarily affect your employment prospects.

Any health issues may be discussed at interview in the context of the position applied for. In certain circumstances an offer of employment may be made subject to a satisfactory medical report. This would be taken up in consultation with the NCYPE Occupational Health Department. The NCYPE does not discriminate on the grounds of disability where reasonable adjustments can be made.

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## CRB Code of Practice

A copy of the CRB Code of Practice can be found on our notice board in the Recruitment Office or Main Reception or on the website [www.crb.gov.uk/PDF/code\\_of\\_practice.pdf](http://www.crb.gov.uk/PDF/code_of_practice.pdf)