



Employee Vetting Procedure

Approved: Trustees 23rd January 2020.

Review due: By January 2022.

Purpose

The Clockwork Charitable Trust is committed to a consistent and thorough process of obtaining, collating, analysing and evaluating information regarding applicants (i.e. information gained through referencing and an enhanced-DBS process), to ensure that all persons appointed are safe and suitable to work with the Trust's service users, which will include young adults under the age of 18 and young adults who may be vulnerable.

Please note - all Trustees, members of staff and counsellors – as well as all sub-contractors and volunteers who will be working directly with the Clockwork Charitable Trust's service users (i.e. children & young adults) – are subject to the Employee Vetting Procedure.

This procedure should be read in conjunction with the Clockwork Charitable Trust's Child Protection and Safeguarding Policy; and Equal Opportunities Policy.

Responsibilities and monitoring

Monitor: Chair

Approve: Board of Trustees

Draft and review: Development Officer

Policy and Procedure

Required Reading:

All individuals who are subject to the Employee Vetting Procedure – as defined above – will be provided with a copy of all the policies and procedures of The Clockwork Charitable Trust. These must be read in full, and the individual must confirm they understand these in full. Any queries should be directed to the Trustees and/or the Chair as appropriate.

Qualifications & Standards:

Anyone providing counselling services on behalf of Clockwork will hold relevant and valid qualifications, details of which can be shared with young adults and/or parents/carers on request.

All counsellors will also be required to commit to abide by the BACP 'Ethical Framework for the Counselling Professions' (see <https://www.bacp.co.uk/events-and-resources/ethics-and-standards/ethical-framework-for-the-counselling-professions/>), and will be required to confirm they have read and understood the Framework.



DBS check:

Any successful applicant must be eligible for, and submit to, an enhanced DBS check, including a check of the Children's and Adult's Barred List, before they can commence working with the Trust. They will also be required to answer the BACP's list of disclosure statements (see <https://www.bacp.co.uk/membership/membership-policies/membership-disclosure-policy/>).

An enhanced check contains the same information as the standard check, but also includes a check of police records held locally.

When the prospective applicant has received their DBS disclosure, the original certificate must be shared with the Designated Safeguarding Lead (DSL), in order that the details can be included on the Trust's database.

If there is a disclosure of information on an applicant's certificate, a risk assessment will be undertaken, led by the DSL. The purpose of the assessment will be to judge whether, in light of the disclosure, appointing the applicant constitutes an unacceptable risk to the safeguarding of the Trust's service users. All risk assessment conclusions must be agreed with the Board of Trustees.

The risk assessment will be stored and destroyed in accordance with the Trust's Data Protection Policy, although a note of any disclosures on the certificate will be kept on file, for future reference.

No copy of the DBS certificate will be kept, though a record of the date of issue will be kept, and the certificate will be returned to the applicant.

Volunteers not working directly with the Trust's service users – including some advisors to the Board of Trustees – will be required to obtain a basic DBS check. This should be organised directly by the individual, via <https://www.gov.uk/request-copy-criminal-record>, with the individual remunerated for the cost of the check upon receipt of their certificate.

References:

The Clockwork Charitable Trust will seek a minimum of two written references when an offer of employment is made to an applicant. The offer of appointment will be conditional upon satisfactory receipt of these references. One reference must be obtained from the applicant's current or most recent employer.

Additional reference checks will include a full check of employment history, including verification of dates of employment, conduct, and reason for departure.

The Clockwork Charitable Trust reserves the right to consider the references received unsatisfactory, and to either request further references, or to withdraw the offer of employment.

Following the offer and acceptance of employment, employees will not commence work with the Clockwork Charitable Trust until full Disclosures have been received and verified.

The Clockwork Charitable Trust

Registered Charity No. 1181923



Working for the mental well-being of young people

This relates not only to Disclosures, but also to qualification checks, verification of entitlement to work in the UK (Asylum & Immigration Act) and receipt of satisfactory references.

Checking/re-Checking existing employees:

Employees will be subject to renewed disclosure every 3 years. Employees will be encouraged to sign up to the DBS update service upon application/renewal.

It is the responsibility of all employees to inform the Trust should any details change on their DBS certificate. Failure to do so could result in summary dismissal on the grounds of gross misconduct (see Disciplinary Policy & Procedure).