

## **New Starter Offer Process and Start Dates**

City of Bristol College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults; and expects all employees to share this commitment.

To that end, all offers of employment will be conditional on completion of the following safer recruitment checks:

1. Verification of identity and right to work in the United Kingdom.
2. Receipt of a minimum of two satisfactory references including present or most recent employer. References must cover a period of at least the last 24 months.
3. Verification of essential qualifications where required for the role.
4. A satisfactory enhanced Disclosure and Barring Service (DBS) check and barred list check (for residential settings the DBS Certificate must be for Child and Adult Workforce).
5. Satisfactory pre-employment medical screening.
6. A check that the candidate is not subject to a prohibition order issued by the Secretary of State, or any sanction or restriction imposed (that remains current) by the General Teaching Council for England before it's abolition in March 2012. (Teaching Roles only).
7. Such further checks and confirmations as the college may consider appropriate so that any relevant events that occurred outside of the UK can be considered. This could include an overseas criminal record check or letter of good conduct.

Once all pre-employment checks are satisfactorily completed, the candidate will be sent a formal offer letter and a contract of employment. This will include their agreed start date and where and whom to report to on their first day. People Services will liaise with the line manager in advance to agreed details of the start date and first day of employment.

**No start date can be formally agreed until all the above pre-employment checks are completed.**

As we conduct online DBS checks, we can send the link to the successful candidate as soon as we are notified that you wish to offer a post.

For the DBS to be submitted, we require this to be supported by the required ID. To that end, as a hiring manager please ensure that the required paperwork is collected from all interviewees on the day of the interview and verified copies returned to People Services for the successful candidate.

Only in very exceptional circumstances will a start date be agreed pending a DBS outcome. This will require a Pre-DBS Risk Assessment and will require sign off from the Director of People Services, the Head of Safeguarding, and a SLT lead in advance of any start date or communication with the new starter.