

## Staff Vetting Procedure

The Rushmere Academy



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<b>TO BE REVIEWED:</b>	<b>SEPTEMBER 2026</b>

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## STAFF VETTING PROCEDURE

This document describes the process and procedure for vetting new staff. The vetting procedure is intended to ensure that the applicant is suitable to work with young people and has the skills, experience and ability to fulfill the role. Rushmere is committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.

It is the responsibility of the Directors to ensure that the vetting procedure is carried out and the requirements fulfilled. A DBS/barring check will be obtained for each member of staff. Rushmere will obtain a new DBS/barring check for each new member of staff every three years to ensure their continued suitability to work with young people.

## The Vetting Procedure

The vetting procedure is shown in the table below with activities from the recruitment process. The activities are set out to show how and when the various elements are initiated and fulfilled.

<u>Recruitment Process</u>	<u>Vetting Procedure</u>	<u>Comment</u>
Specify role	Define vetting requirements	
Create a job advert		
Advertise		
Receive enquiries		
Send application forms/CV		
Initial interview	Applicant to provide: <ul style="list-style-type: none"> <li>- Evidence of experience and qualifications</li> <li>- Work history – all gaps to be investigating</li> <li>- Social media accounts to be checked for content in line with KCSIE 2023</li> </ul>	Interview to be conducted by both Directors. Candidates to deliver a 30 mins micro teach session.
Response		
Second interview		
Response : <ul style="list-style-type: none"> <li>- Offer/no offer</li> <li>- Start date</li> </ul>	- Initiate enhanced DBS/barring check Applicant to provide: <ul style="list-style-type: none"> <li>- Relevant ID - driving license</li> <li>- Proof of address – utility bill</li> <li>- NI number</li> <li>- Residency status</li> <li>- Two references</li> <li>- Proof of qualifications</li> <li>- Ensure overseas checks are completed for staff who have lived or worked outside the UK for 6 months or more in the last 5 years</li> </ul>	Three month probationary period.
Start of employment	<ul style="list-style-type: none"> <li>- Induction/training</li> <li>- No unsupervised access to young people until DBS/barring check received</li> <li>- Not to carry out first aid – unless qualification</li> </ul>	

	evidence provided	
Probationary period	DBS/barring check received	Unsupervised contact allowed
End of probationary period - Retain - Decline		

## Documentation

During the course of the recruitment and vetting procedure a mandatory set of documents must be gathered and securely stored. These should be kept confidential.

The mandatory documents to be recorded are:

- Name and address – telephone number
- Proof of address – utility bill
- NI number
- DBS check number and dates of issue
- References x2
- Full employment history
- Qualification
- Photocopies of ID – Driving License mandatory
- Evidence of overseas for staff who have lived or worked outside the UK for 6 months or more in the last 5 years

**Employee must be added to the SCR with all appropriate information.**