

**Ginger Nut Training – Pre-Employment Checks Policy**

<b>Document Title</b>	Ginger Nut Training – Pre-Employment Checks Policy
<b>Originator</b>	Directors
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## Pre-Employment Checks

### Introduction

Before confirming employment for any tutors, or any other staff with access to learners and/or vulnerable young people Ginger Nut Training will run a series of checks to confirm that the potential member of staff holds all appropriate qualifications in addition to a clean DBS check.

### DBS Check

Ginger Nut Training is committed to ensuring that staff have satisfactory Disclosure & Barring Service (DBS) enhanced checks undertaken by us before allowing them to work with learners.

A satisfactory check is defined as having no criminal convictions (including cautions, reprimands and final warnings) relevant to the post. Should convictions be returned by the process a member of the Senior Management Team with appropriate DSP (Designated Senior Person safeguarding) training will assess the level of risk associated with the appointment and determine if the applicant is suitable for appointment.

All staff or apprenticeship support tutors employed to look after children must report any subsequent criminal convictions to a company Director. Failure to do so will result in disciplinary action being taken. Where we are operating in partnerships, perhaps offsite, and partner employees come into contact with Ginger Nut Training learners we will seek assurance that their employees will have been through the same pre-employment checks expected of Ginger Nut Training staff.

### Employer References

Before employment Ginger Nut Training require two employer references to be received. These are kept on file against the employee's record.

### Previous Qualifications / CPD

Before Employment all tutors must provide original copies of all certificates to confirm previous qualifications. Scans of these will be taken and saved against the employees CPD record which should be updated as and when new qualifications or achieved.