



## **Recruitment, Training, Vetting & Safeguarding Policy**

This policy applies to all companies within the Relyon Group.

This document sets out in detail the arrangements for compliance with RELYON SERVICES GROUP's Policy Statement on Recruitment, Vetting and Safeguarding and gives guidance on how these requirements may be met.

This document forms a part of Relyon Services Groups HR Policy and covers:-

### **Recruitment**

Relyon Services Group are committed to ensuring that recruitment and selection procedures are fair and open and that all applicants have an equal chance. Our recruitment decisions will be based on merit and on finding the right person for the role.

### **Safeguarding – Disclosure and Barring Service Checks**

Relyon Services Group are committed to ensuring that recruitment and selection procedures also incorporate procedures to ensure that where our clients work with children that all Relyon Services Group staff will be DBS (Disclosure & Barring Service) checked. Relevant training must be given to all Head Office staff recruiting for these types of contracts by the Training Manager.

### **Safeguarding - Induction Training**

Induction training must include guidelines for employees working with children or vulnerable adults.

### **Vetting - Right to Work in the UK**

Relyon Services Group must ensure that all potential employees have the right to work in the UK under the Asylum and Immigration Act 1996. Documentation must be taken and checked before employment can be given.

The Vetting and Safeguarding Policy Statement and Procedures has been approved by the Management Team of Relyon Services Group

### **Safeguarding or Child Protection**

The term child protection has been changed to safeguarding as it reflects the wider responsibility for health and safety and prevention as well as just protection from abuse. The word safeguarding has been used with increasing frequency over the last few years in a wide range of settings and situation, going well beyond the world of children and child protection. It may be defined as:

### **Doing everything possible to minimise the risk of harm to children and young people**

Safeguarding is about being proactive and putting measure in place in advance of any contact with children to ensure that they are going to be kept safe. This could include:

- Ensuring staff are properly checked when they are recruited.
- Guidelines for people who come into contact with children as part of their role to ensure they know what they need to do to keep children safe.

## **Vetting**

Vetting is carried out by ensuring all employees are eligible to work in the UK and the relevant procedures must be followed to ensure that all their paperwork has been checked to the relevant Home Office standards.

There is a programme of training in place to ensure that all RELYON's staff are made aware of their rights and their responsibilities in relation to Vetting and Safeguarding. The Management Team and Operations Support Director are responsible for overseeing the implementation of these procedures and prioritising action in relation to quality and diversity.

Any queries on the Policy Statement or Procedures should be made to the HR Manager.

## **POLICY STATEMENTS ON RECRUITMENT**

### **Core Principles**

- RSG has a principle of open competition in its approach to recruitment.
- RSG will seek to recruit the best candidate for the job based on merit. The recruitment and selection process should ensure the identification of the person best suited to the job and RSG.
- RSG wishes to encourage the recruitment of staff with disabilities and will make reasonable adjustments to all stages of the recruitment process and as required in order for a successful candidate with a disability to undertake the post.
- RSG will ensure that the recruitment and selection of staff is conducted in a professional, timely and responsive manner and in compliance with current employment legislation.
- RSG will provide appropriate training, development and support to those involved in recruitment and selection activities in order to meet this core principle. Any member of staff involved in the selection of staff should satisfy him or herself that he/she is appropriately trained and can comply with the requirements of this policy and procedure.
- Recruitment and selection is also a public relations exercise and should enhance the reputation of RSG. RSG will treat all candidates fairly, equitably and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome.
- RSG will promote best practice in recruitment and selection. It will continuously develop its recruitment and selection practices to allow new ideas and approaches to be incorporated.
- RSG will ensure that its recruitment and selection process is cost effective.
- If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare this as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.
- All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA). Applicants will have the right to access any documentation held on them in accordance with the Data Protection Act (DPA).

## **Recruitment & Selection Procedure**

### **Preparation Stage**

- Formal authorisation to recruit to a post should be sought from the MD before commencing the recruitment process. This authorisation does not need to be in writing.

- If a manager believes that there may be potential difficulties in recruiting to a post they should discuss this with the MD for appropriate action.

### **Job Description & Person Specification**

- A job description or specification must be produced or updated for any vacant post that is to be filled.
- The job description should accurately reflect the elements of the post.
- The person specification should state both the essential and desirable criteria in terms of skills, aptitudes, knowledge and experience for the job.

## **POLICY STATEMENTS ON TRAINING**

### **Equality**

There will be equality of access to staff training and development opportunities for all staff. No member of staff will be treated less favourably than another. Involvement in staff training and development will be determined only by personal merit, performance and by the application of appropriate criteria.

### **Identification of Staff Development Needs**

An assessment of the skills of individuals, when they are appointed to a new role, will lead naturally to the identification of their need for any training and development, related to duties that they are to perform.

In addition, staff training and development needs may be identified in a variety of ways, e.g. by site reviews, by feedback and by staff performance appraisal. It is our policy that all staff have where a regular performance review with their Head of Department or line manager, at which time any training and development needs will be assessed. These reviews may be ad hoc and be part of our programmes of regular site visits and audits.

### **Nature of training**

The nature of our work at RSG is that much of the training will be site specific as it is imperative that staff are familiar with the specific requirements of the sites that they attend. For many staff formal training courses will not be relevant but where appropriate we will provide regular updates and “toolbox talks”.

## **POLICY STATEMENTS ON VETTING AND SAFEGUARDING**

We at Relyon Services Group are committed to good practice which protects children from harm. Staff accept and recognise their responsibility to provide an environment which promotes the safety of children and vulnerable adults at all times. To achieve this we will:

- Adopt safeguarding guidelines through codes of conduct.
- Ensure careful recruitment, selection and management procedures. These procedures will include Disclosure and Barring Procedures and Guidance for Checking Eligibility to Work in the UK.
- Ensure complaints, grievance and disciplinary procedures are included in our constitution.
- Share information about concerns with children with clients.
- Keep safeguarding policies under regular review.
- Have an induction document available for new employees that visit these sites.

# DISCLOSURE & BARRING SERVICE

## Changes effective from May 2012 – June 2013

On **1 May 2012**, the Protection of Freedoms Bill received Royal Assent and became an Act of Parliament, confirming in legislation the changes to the system of barring and criminal record checks.

The Act makes a number of significant changes to Criminal Record Bureau checks (CRB) and checking against barred lists, which will be relevant to all groups working with children and young people. The main changes will be:

- The definition of Regulated Activity changed on **10 September 2012**. The new definition includes:
  - The Criminal Records Bureau and the Independent Safeguarding Authority merged to form the Disclosure and Barring Service (DBS) on **1 December, 2012**.
  - The Updates Service launched on 17 June, 2013.

## **How do the first phase of measures arising from the Protection of Freedoms Act Relyon Services Group from September 2012**

Following a review the Government has announced the following changes:

- **a large reduction in the number of positions requiring checks** to just those who work most closely and regularly with children and vulnerable adults
- portability of criminal record checks between jobs to cut down on bureaucracy
- an end to a requirement for those working or volunteering with vulnerable groups to register with the Vetting and Barring Scheme and to be continuously monitored by the Independent Safeguarding Authority
- stopping employers who knowingly request criminal record checks on individuals who are not entitled to them

## **Who is in “Regulated Activity” from 1 September, 2012**

*Definition: Regulated Activity only if done regularly. In this context, ‘regular’ means carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period (or in some cases, overnight).*

## **CHILDREN**

The new definition relating to children comprises only:

1. **Unsupervised activities**: teach, train, instruct, care for or supervise children or provide advice/guidance on well-being or drive a vehicle only for children;
2. **Relevant personal care**, for example washing or dressing or health care by or supervised by a professional;
3. **Registered childminding and foster-carers**.  
Work under (i) and (iv) will only be regulated activity if it is done regularly.
4. **Work for a limited range of establishments** (‘specified places’), with opportunity for contact: for example, schools, children’s homes, childcare premises. Not work by supervised volunteers;

## ADULTS

The old definition of 'regulated activity' labelled particular adults as 'vulnerable'. However, under the new definition if an adult requires particular activities they will automatically be regarded as vulnerable. Therefore, the focus is now on the activity required, rather than on the setting in which the activity is received or on the personal characteristics or circumstances of the adult receiving the activities.

- There is also no longer a requirement for a person to undertake the activities a certain number of times before they are engaging in regulated activity.
- Six categories of people will fall within the new definition along with those who provide day to day management or supervision of these people. A broad outline of these six categories is as follows:
- **Healthcare:** if they are a regulated healthcare professional, for example a nurse or are acting under the direction or supervision of one, such as a health care assistant.
- **Personal care:** assisting with washing and dressing, eating, drinking and toileting or teaching someone to do these tasks. Physical assistance such as making a meal is not included.
- **Social work:** provided by a social care worker which is required in connection with any health service or social services. As yet there is no definition of social work.
- **Assistance with a person's cash, bills or shopping** because of their age, illness or disability.
- **Assistance with the conduct of an adult's own affairs**, for example, lasting or enduring powers of attorney or deputies appointed under the Mental Health Act.
- **Conveying:** driving adults for the reason of age, illness or disability to, from or between places where they receive healthcare, personal care or social work. This does not apply to taxi drivers or driving adults for leisure, social, educational or other purposes.

### How do these changes affect Relyon Services Group?

As it is illegal for Relyon Services Group to apply for a DBS check when an employee does not meet the criteria laid out in the Protection of Freedoms Act 2012.

**We have taken advice from the DBS Service at the Home Office** and they have confirmed when we need to apply for Criminal Records Checks for those staff working on our clients' sites. We list below the information we have received.

### Contracts that include Vulnerable Adults

The focus is now on the activity required, rather than on the setting in which the activity is received.

- As we do not carry out personal duties (such as cleaning, washing) for vulnerable adults we are not required to obtain DBS checks for any Relyon Services Group staff.

### Contracts at Sports Centres, Spas or any other similar to that described below

- Any organisations that do not come under the title "Limited Organisation" (these are Schools, nurseries etc) such as **Sports Centres or Spas** are described by the DBS as places where people and children attend by Choice. If a parent takes a child to one of these places then it is their choice and as such we do not need to have an enhanced DBS check. In fact it is against the law for us to try and obtain one.

### Contracts that include children

- If a Relyon Services Group employee enters a client site outside of their working hours and children are never present, then a DBS check is not required.
- If a Relyon Services Group employee is cleaning or visiting a site for a meeting and children are on site as a one off or even a couple of times a month, a DBS check is not required.

- If a Relyon Services Group employee is cleaning or visiting a site for a meeting and the same children are on site regularly (eg. After school clubs) (once a week or more often) then a DBS check is required.

<b>“YES” Criminal Records Check Required</b>	<b>“NO” Criminal Records Check Not Required</b>
Schools (Infant/First & Middle/Primary & Senior/Secondary) <ul style="list-style-type: none"> <li>• If a Relyon Services Group employee is cleaning or visiting a site for a meeting and the same children are on site regularly (eg. After school clubs) (once a week or more often)</li> </ul>	Schools (Infant/First & Middle/Primary & Senior/Secondary) <ul style="list-style-type: none"> <li>• If a Relyon Services Group employee enters a client site outside of their working hours and children are never present</li> <li>• If a Relyon Services Group employee is cleaning or visiting a site for a meeting and children are on site as a one off</li> </ul>
Nursery/Children’s Centre <ul style="list-style-type: none"> <li>• If cleaning takes place whilst children are on site</li> </ul>	Nursery/Children’s Centre <ul style="list-style-type: none"> <li>• If cleaning takes places when premises are empty</li> </ul>
Youth Centre <ul style="list-style-type: none"> <li>• If cleaning takes place whilst children are on site</li> </ul>	Youth Centre <ul style="list-style-type: none"> <li>• If cleaning takes places when premises are empty</li> </ul>
	Adult Day Centre
	Adult Family Centre
	Adult Learning Centre
	Community Centre
	Libraries
	Corporate offices
	Sports Centres/Spas

### **Update Service (launched 17 June, 2013)**

This service dramatically changes the way individuals use their criminal record check and how employers check their suitability.

For the first time, individuals will be able to apply to have their criminal record check kept up to date **and employers will be able to go online to see if the information released is still current and valid.**

### **The Individual**

**From 17 June 2013**, individuals can choose to subscribe to the Update Service for an annual fee of £13 which will keep their DBS certificate up-to-date so that they can take it with them from role to role within the same workforce. As a result millions of employees and volunteers will no longer have to apply for a new criminal record check each time they apply for a job.

An individual **must subscribe within 19 days** of their DBS certificate issue date.

If an individual has subscribed to the Update Service their employer will be able to go online, with the individual's consent, and carry out a free, instant check to find out if the information released on the DBS certificate is current and up to date.

The DBS can't provide replacements for lost or destroyed certificates

### **Registered Bodies – Copies of DBS certificates**

As from 17 June, 2013, Relyon Services Group will not receive a copy on an individual's DBS certificate as this certificate is the property of the individual. We will therefore request a copy which will be filed by the Finance Dept. in the same manner as before.

### **Relyon Services Group and the Update Service**

There is no time limit on a DBS certificate. Relyon Services Group will ask all new employees with DBS certificates arranged via Relyon Services Group to subscribe to the Update Service so that we can check to see whether any changes have made the certificate not viable.

### **Referring someone to the DBS**

Referrals should be made to the Disclosure and Barring Service (DBS) when an employer or organisation believes a person has caused harm or poses a future risk of harm to vulnerable groups, including children.

Relyon Services Group **must** refer someone to the DBS if we:

- Sack them because they harmed a child or adult
- Sack them or remove them from working in regulated activity because they might have harmed a child or adult
- Were planning to sack them for either of these reasons, but the person resigned first

**NOTE:** It is against the law to apply for a DBS Check when an employee does not need one as per the Regulations.

### **See below relevant legislations**

*The DBS was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). DBS checks are only available where an employer is entitled to ask exempted questions under the Exceptions Order to the Rehabilitation of Offenders Act (ROA) 1974. The Exceptions Order acts as the gateway for access to the DBS checking service and lists those occupations, professions and positions considered to be exempt from the ROA.*

*The checking service currently offers two levels of DBS check; standard and enhanced. Relyon Services Group always submit applications for enhanced checks. To qualify for the higher level of DBS check, the job description must also meet one of the criteria set out in The Police Act 1997 (Criminal Records) Regulations. The legislative changes that amend the Safeguarding Vulnerable Groups Act 2006 (SVGA) and the Police Act 1997 regulations, which the DBS checking service is based on, were introduced through the Protection of Freedoms Act 2012 (POFA).*

## Payroll – Management of DBS

- Payroll will produce internal DBS status lists ensuring that new DBS certificates are entered and renewals are recorded.
- List must be checked rigorously to make sure deadlines are being kept internally and also to monitor status and time scale of each application once it is with the DBS.
- Payroll to regularly check date for re-application and will notify Area Manager.
- All listing sheets can be available on request to clients.
- Payroll must ensure that paperwork is filed and never distributed to other Relyon Services Group departments or externally.

## Disclosure and Barring Service Check Procedure

1. **On or before start date, preferably before**, complete New Employee form and at the same time DBS application plus collect required ID documents.

Make sure forms are completed 100% correctly and check ID is valid, within required dates, without alterations, changes in type face etc. Documents can be falsified. Make sure you see ORIGINALS and take photocopies. (See ID Section)

2. Submit to payroll within 24 hours of document completion and employment commencement date.
3. The DBS Application is then entered online to Care Check by payroll within 12 hours.
4. On receipt of completed certification, payroll to ensure that the reference number be inputted on various spreadsheets and if applicable, client invoiced.
5. Payroll to ensure all paperwork filed appropriately.

## DBS Rechecks

As legislation does not require Relyon Services Group to carry out re-checks however we believe that a new check will be required in the following circumstances:

1. a 3+ month break in service (this excludes maternity leave) has occurred;
2. the Line Manager feels a recheck is necessary



## **Relyon Services Group Induction Training - SAFEGUARDING**

All Managers must ensure that employees working with vulnerable adults or children on their sites are trained with regards to Safeguarding. Relyon Services Group induction training will cover the following:-

### **Safeguarding Children and Vulnerable Adults**

If you are working on a site that has children or vulnerable adults you will have been DBS checked. It is important that you are aware of our guidelines for working with children as dependent on your role you may get to know some of the children whilst visiting or temporarily working at a school. Children often perceive adults, and especially familiar ones, as being trustworthy. To protect yourself and children you should remember the following:

- You should never be alone in a room with a child, but if, unexpectedly, that does happen, make sure that the door is open.
- If you find that a child deliberately seeks to talk to you on a regular basis, you should let your immediate supervisor know.
- Never touch a child – unless there is immediate danger.
- Never exchange phone numbers or agree to contact a child whom you have met through your contracted work at school.
- Keep a record of the times and dates of any unplanned contact with children and let your Area Manager have a copy. They will speak with the client.

### **Checking Eligibility to Work in the UK**

This document forms part of Relyon Services Group Recruitment & Selection Policy and sets out in more detail the policies and procedures for recruiting UK and non UK national employees.

### **Introduction**

It is essential that the appropriate procedure is followed in carrying out checks to ensure a prospective member of staff is eligible to work in the UK. The Immigration, Asylum and Nationality Acts 2006, which came into force from 29 February 2008, set out the new law on illegal working.

### **The Law and Statutory Defence**

In order to ensure that a breach is not committed the employer is required to undertake a procedure to provide a statutory defence.

The procedure is to check, copy and retain the copies of specified original documents. This defence remains in place for a 12-month period only when a re-check is required. In order to avoid discrimination it is essential to check, copy and retain the copies of documentation for all employees regardless of their nationality.

This document provides a procedure which would result in a statutory defence and ensures non-conviction for unknowingly employing a person illegally.

## Checking Documents

### 3 Step Check

A 3 step check must be undertaken for every new applicant who is to be appointed to a post.

1. Obtain the candidate's original documents
2. Check the documents
3. Copy\* and save copies of the documents

\* The front cover of the passport and the pages giving personal details of the holder, their photograph and the date showing that the document is still valid. Also copy any page containing the UK endorsement (stamp or sticker) which permits the holder to take the employment you are offering them

These steps should be carried out **before** a person starts employment. Documents will need to be re-checked annually from the date the employment commenced. The copies should be kept for the duration of the person's employment and for at least three years after he or she has left employment.

## Document Checking

On receipt of the documents the Manager must carry out a physical review of the documents by undertaking such checks as;

- Passports are quality documents, usually stitched or bound, they have watermarks and are embossed.
- Seals, holograms and official stamps look complete and not tampered with or altered
- Check the photographs – does the person look like their photograph?
- Look around the photograph does it look positioned properly, is the embossing over the photograph or has it been disturbed, is the laminate intact or are there cuts into the passport cover?
- Have the serial numbers been tampered with?
- Is the date of birth consistent on all documents?
- If the document has an expiry date is it still valid?
- Is the same name used on all documents?
- Check all documents appear correct and not tampered.
- The documents submitted are all originals.
- No obvious alterations have been made.
- Font style and size is consistent.
- Signatures are clear, correct and consistent and have not been altered.
- Binding or stitching has been interfered with.

- Is it similar to other documents of this type you have seen?

The above is an indication and is not prescriptive or exhaustive

If the names shown on documents do not match, ask the potential employee for a further document which explains the difference. This could be a marriage certificate, divorce document, deed poll, adoption certificate or statutory declaration. If this further document satisfies you that there is a genuine reason for the difference in names on the two documents, take a copy of this.

Once the physical check is complete and the Manager is satisfied that to the best of their knowledge the documents supplied are correct they will need, where possible, to make 2 types of copies of the documents, photocopying (where possible, utilise any available photocopier that can be accessed) and secondly, all documents to be photographed in colour with a separate photograph of the person submitting the documents.

Copies are to be made in the following ways.

**Photocopying:** All supplied documents are to be photocopied as clearly as possible and are to include all pages of any document that are applicable, i.e. passport and visa or passport and indefinite stay visa. Once all documents are photocopied each page must be dated and signed by the Manager who has undertaken the checks. The employee must sign the copy of the Passport/ID.

**Photography:** Once photocopying is complete the following photographs must be taken:-

- Head and shoulders picture of the person submitting the documents, these photographs must clearly show the individual.
- Photographic identity.
- National Insurance number.
- Proof of address.
- Proof of Bank Account.
- Any other supporting documents.

The above order of photography must always be followed and each photograph must be of an individual document or image. Multi images on one photograph are unacceptable.

### **Part 3: Completion of process**

If anyone new employee is found to have failed to supply, or has supplied incorrect or unacceptable documentation, they must not be given employment.

All documentation that is correct and has been photocopied and photographed must be returned to the office within 48 hrs and they will form part of that employee's record of employment.

All returns will be recorded on a spreadsheet maintained by Payroll to ensure that all managed sites have been checked and the correct documents supplied.

On returning to the office, within 48hrs of the check, all photocopies will be presented to payroll with the name of the site clearly visible and all photographs downloaded from the camera to PC and then to CD for storage must be identified by the site name.

Payroll must be given every assistance recording and checking documentation of the staff RELYON SERVICES GROUP employ. All employees are asked to use the “Check List for Paperwork for New Employees” to ensure that they submit the correct paperwork to Payroll.

## **Document Checking Procedure For Existing Staff**

### **Purpose**

The purpose of this procedure is to formalise the way that Relyon Services Group conducts document checks for existing staff and the way they are undertaken and recorded; this will apply to scheduled checks and spot checks as determined by the business, operational requirements or information received. The main principles of this procedure also apply to new starters.

### **Procedure**

The Area Manager responsible for each site will visit the site chosen for document checking on consecutive days and carry out the two following processes;

- The first is the announcement that the security checks will take place
- The second, 24hrs after the announcement, will be the physical checking of identity and documents.

Checks must be undertaken 24hrs after the announcement therefore no checks will be announced on Fridays.

### **Part 1: The Announcement**

The responsible Manager will visit the site during the usual cleaning times but without any prior indication to the staff of their visit and intentions.

On arrival on site the Manager will call an immediate meeting for all staff in an appropriate area or room as appropriate. The Manager will announce that as part of Relyon Services Group policy to ensure the security and legitimacy of our staff on clients’ sites there will be a security check for all staff, regardless of time served or when their documents were previously checked and that there will be no exceptions to this procedure.

It must be explained that all staff will attend the next day with the required documents and the expectation is that they will do so. Failure to attend at the appointed time or to produce the requested documents may result in that member of staff having their employment terminated.

The following *original* documents are required to be provided by all staff. Photocopies are unacceptable and will be treated as if no documents are supplied:

### **Photographic ID**

Ideally, a full and current passport. This must have current visas or other acceptable, photographic ID, with supporting documentation.

### **Valid Documents to check are:**

- A birth certificate issued in the UK, Channel Islands, Ireland or Isle of Man
- A passport:

- showing that the holder is British citizen
- showing that the holder has the right of abode
- showing that the holder is from an EEA country or Switzerland
- endorsed to show that the holder can stay in the UK and that the endorsement allows the holder to do the type of work being offered and does not require a work permit.
- A residence permit issued to a national from an EEA country or Switzerland
- A national identity card showing that the holder is from an EEA country or Switzerland (some countries issue identity cards to individuals who are only resident in their country but who are not nationals, they will usually be clear that they are not nationals of the EEA country concerned. These cards are not acceptable. If in doubt ask to see the person's passport)
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take up employment.
- Proof of National Insurance Number: Ideally the issued plastic card, if necessary a P60 or similar will be acceptable.
- Proof of Address: Must be a letter on original letterhead from a recognised organisation or business and must be no more than three months old.
- Confirmation of Bank Account in the staff members' name, documents provided must be no more than three months old.

The above list is the minimum acceptable and all staff members are to be encouraged to bring further forms of identification that they may have.

At the end of this meeting and announcement the staff members are all to be given the attached letter (Appendix 1) confirming the process, timescales and individual requirements.

The Manager should make it known that they will be available if anyone wishes to speak individually or if anyone has any problems complying with this request.

## **Part 2: The Document check**

### **The document check must be carried out 24hrs after the announcement to staff**

On arrival at site, the Manager will nominate a room or area where the document checks will take place and arrange for each member of staff to attend in turn. Each person must be in attendance at the time of the check and it is unacceptable for anyone else to present other peoples' documents.

On receipt of the documents the Manager must carry out a physical review of the documents by undertaking such checks as;

- Passports are quality documents, usually stitched or bound, they have watermarks and are embossed.
- Seals, holograms and official stamps look complete and not tampered with or altered
- Check the photographs – does the person look like their photograph?
- Look around the photograph does it look positioned properly, is the embossing over the photograph or has it been disturbed, is the laminate intact or are there cuts into the passport cover?
- Have the serial numbers been tampered with?
- Is the date of birth consistent on all documents?
- If the document has an expiry date is it still valid?
- Is the same name used on all documents?
- Check all documents appear correct and not tampered.
- The documents submitted are all originals.
- No obvious alterations have been made.
- Font style and size is consistent.
- Signatures are clear, correct and consistent and have not been altered.
- Binding or stitching has been interfered with.
- Is it similar to other documents of this type you have seen?

The above is an indication and is not prescriptive or exhaustive. If you are unsure of anything or it doesn't look right get it checked by a second person at a later date highlighting your concerns.

Once the physical check is complete and the Manager is satisfied that to the best of their knowledge the documents supplied are correct they will need, where possible, to make 2 types of copies of the documents, photocopying (where possible, utilise any available photocopier that can be accessed) and secondly, all documents to be photographed in colour with a separate photograph of the person submitting the documents.

Copies are to be made in the following ways.

**Photocopying:** All supplied documents are to be photocopied as clearly as possible and are to include all pages of any document that are applicable, i.e. passport and visa or passport and indefinite stay visa. Once all documents are photocopied each page must be dated and signed by the Manager who has undertaken the checks. The employee must sign the copy of the Passport/ID.

**Photography:** Once photocopying is complete the following photographs must be taken:-

- Head and shoulders picture of the person submitting the documents, these photographs must clearly show the individual.
- Photographic identity.
- National Insurance number.
- Proof of address.
- Proof of Bank Account.
- Any other supporting documents.

The above order of photography must always be followed and each photograph must be of an individual document or image. Multi images on one photograph are unacceptable.

### Part 3: Completion of process

If anyone is found to have failed to supply, or has supplied incorrect or unacceptable documentation, they are to be removed from site and their employment terminated with immediate effect. Termination of employment must be confirmed in writing within 24 hrs and Payroll informed immediately to ensure all payments are stopped and that any unsuitable persons are blacklisted from future employment.

All documentation that is correct and has been photocopied and photographed must be returned to the office within 48 hrs and they will form part of that employee's record of employment.

All returns will be recorded on a spreadsheet maintained by Payroll to ensure that all managed sites have been checked and the correct documents supplied.

On returning to the office, within 48hrs of the check, all photocopies will be presented to payroll with the name of the site clearly visible.

Payroll must be given every assistance recording and checking documentation of the staff Relyon Services Group employ.



