

Departments should carry out a risk assessment in order to identify any risks associated with the post, and measures should be considered to minimise any risks. Criminal/security checks by themselves should not be relied on to provide sufficient information on someone's previous criminal activities or assurances on their employability. Focus should always be placed on the assessment and management of the risks associated with the post.

Type of check	Applies to	How?	Further details
Right-to-work	All posts	Follow the guidance in Lists A and B of the Home Office guidance.	It is a criminal offence to allow someone to undertake work if they do not have the right to work and live in the UK. ALL prospective employees must provide proof of right to work in the UK before employment commences. See: Right-to-work checks guidance
Proof of identity (including address)	All posts	Official document, eg passport or driving licence; and Recent utility bills (within the last three months)	The University must be satisfied about an applicant's identity because of risks of identity fraud. Photographic evidence must be provided. If a proof of address is not available at the time of recruitment, then it must be provided as soon as permanent residence has been arranged.
References	All posts	Contact the named referees / previous employer(s)	References must be received before employment commences. Referees should be asked to confirm whether there are any 'live' disciplinary proceedings against the applicant, including dismissal from previous employment or a formal warning which is still active. Candidates with previous University employment: eligibility to return to work for the University should be checked with the previous employing department (via the departmental administrator or equivalent). For example, in case they left through ill-health retirement or under a settlement agreement etc.
New starter health declaration	All posts	New starter health declaration form (produced via CoreHR), which must be completed and returned to the employing department	All successful candidates must complete the new starter health declaration form. See: New starter health checks
New starter health questionnaire	Posts that involve work with hazards or safety-critical duties	New starter health questionnaire (produced via CoreHR), which must be completed and returned to UOHS	Posts involving work with hazards or safety-critical activities require fitness to work clearance by the UOHS before a new starter may commence their appointment. See: New starter health checks
Proof of qualifications or membership of professional bodies	Posts that are subject to certain qualifications/ professional membership	Provision of original certificates and/or transcripts of qualifications or memberships, with copies to be taken and retained on personnel file. Checks against the relevant register(s). Documents that are not in English may need to be provided along with certified translations.	Examples include clinical posts that require membership with the GMC or NMC*, finance or HR roles requiring specific qualifications, or research posts with degrees in specific subject areas etc. Where a qualification might be unfamiliar (for example it was obtained outside the UK), care should be taken to verify its authenticity (seek advice from the OUSS Administration team).

Type of check	Applies to	How?	Further details
Enhanced DBS checks	<p>Posts involving regulated activities with children and/or adults 'at risk'</p> <p>Clinical posts</p>	<p>DBS, via the OUSS Administration Team</p> <p>For clinical posts this is normally carried out by the relevant NHS Trust</p> <p>NB It is illegal to carry out DBS checks for posts that are not eligible.</p>	<p>It is a criminal offence to employ someone to carry out regulated activities if they have previously been banned from working with children or adults 'at risk'.</p> <p>At the University, regulated activities may include duties such as outreach activities involving residential courses (only in the cases of close, unsupervised overnight stays for children under 18); clinical posts with patient contact; including nurses and counsellors providing health care.</p> <p>NB It is illegal to carry out DBS checks for posts that are not eligible.</p>
University Enhanced Level screening (UELS), various levels of checks available (which may include a DBS basic level check)	<p>Posts working with/ conducting research involving animals; or</p> <p>with access to/ knowledge of the location of certain pathogens, toxins, irradiators</p>	<p>Checks are carried out via the external provider, 'Horus'. See: UELS.</p>	<p>Staff recruited to a post involving access to, or knowledge of the location of, biological or luminescence irradiators or the pathogens and toxins that must be notified to the University Safety Office under the provisions of UPS S6/11, must be checked through the UELS.</p>
DBS basic level check UELS , or a full or basic financial check	<p>Posts with high financial responsibility, or dealing with large sums of money</p>	<p>Disclosure and Barring Service, via the OUSS Administration team/ other checks via Horus.</p>	<p>For posts with particular serious risks, such as financial fraud.</p> <p>Financial duties including head of finance, accountant, supervisors, and posts with higher level of responsibility for finances; authorising large payments and being responsible for purchasing and procurement for high amounts of money.</p> <p>NB these checks should not be undertaken for more junior roles within finance, payroll or those handling petty cash, eg retail assistant, where there are proper referencing, and employment history checks. Risk assessment and mitigation of activities should reduce risks to a level where security screening may not be required.</p>
DBS basic level check UELS , or a full or basic financial check	<p>Handling highly sensitive financial or personal data, such as or posts with access to confidential medical (not sickness absence) or vetting records.</p>	<p>Disclosure and Barring Service, via the OUSS Administration team/ other checks via Horus.</p>	<p>Access to highly sensitive personal data, such as confidential medical records or security vetting data.</p>

***Proof of professional medical qualifications**

Medical registration can be carried out for the following professional bodies:

General Medical Council (GMC)

- ❖ Check using the doctor's surname or a reference number (if known)
- ❖ Status should be 'Registered'
- ❖ Note the expiry date as the day before the Full Registration Date (in the current year)

Nursing and Midwifery Council (NMC)

- ❖ Check using the surname or the Practitioner PIN number (registration number)

General Dental Council (GDC)

- ❖ Check using the surname or the registration number
- ❖ The Register should be checked in January each year, as the registrations run 1 January to 31 December
- ❖ Status should be 'Registered'
- ❖ Record expiry date as 31 December (in current year)

The Health and Care Professionals Council

- ❖ Check using the health or care professional's name or their registration number (if known)
- ❖ Note the expiry date

For other registrations, please go directly to the website of the particular professional body to search for the online registration checking facility.