

Safer recruitment checklist

Gathering and assessing criminal record information for UK and non-UK nationals, including displaced people

This checklist is to help you ensure you're taking a thorough approach to gathering criminal records information when employing from overseas. It's designed to be used alongside the [Safer recruitment guidance](#), which includes more detail.

At attraction stage



We have included a statement in job adverts for roles that require the person to work in regulated activity that it's a criminal offence for people who are barred from working with vulnerable adults, children or both to apply for roles that require them to work unsupervised with that group.

At application stage



We have shared information with applicants on the level of criminal record checks required for the role and at what point in the recruitment process disclosure is required.

At shortlisting stage



We have asked applicants to complete a criminal record self-declaration appropriate to the role (whether covered by the Rehabilitation of Offenders Act 1974 (ROA) or exempt).

After conditional job offer



We have completed an appropriate level of DBS criminal record check (for all applicants, whether UK national or non-UK national).

If the applicant has spent six months or more overseas in past five years



We have asked the applicant for consent to complete an overseas criminal record check.



We have requested a record check appropriate to the country and assessed the information returned.



If unable to obtain criminal record information, we have asked the applicant to contact Embassy or High Commission for advice and to evidence all attempts to access overseas criminal information or assistance in doing so.

If a criminal record has been disclosed



We have carefully considered all information provided.



If concerned, we have completed a risk assessment and discussed concerns with applicant before making a final decision.

Final decision



We have recorded evidence of efforts to gather information, whether successful or not, and have accurately recorded reasoning for decision.

For more information on overseas recruitment visit

www.skillsforcare.org.uk/InternationalRecruitment