

Vetting process for 20/21 applicants

Our current approach to the vetting process for new applicants:

- ID documents to be viewed via video link, using the same platform used to interview
- Take a screenshot of the applicant as they present their photo id on screen.
- Applicant to email scanned versions of ID documents to UoW/SD provider.
- Scanned documents to be saved as: SURNAME_Forename_ID VERIFIED VIA VIDEO LINK.
- UoW (or employing schools if SD Salaried) use scanned documents to begin DBS process.
- Applicant to provide original documents on 1st day of induction (or employment if SDS).

As we may need to provide a temporary vetting check form for each trainee while we verify original documents against electronic copies, we plan to add the statement below to vetting forms issued prior to in-person checks of the original documents:

“Please note that to comply with COVID-19: Changes to DBS ID checking guidelines published by the Disclosure and Barring Service on 24/03/2020, the applicant’s ID documents were viewed over video link, and scanned images were used in advance of the DBS check being submitted. The applicant must present the original versions of these documents when they first attend their employment or induction, at which point they will be validated and a new Vetting Check (indicating the process is fully completed) will be issued as soon as possible.”

A physical document check has been designed to enable comparison with electronic records, and this will be conducted as part of the induction days for the new cohorts. A record that the physical documents have been verified will be saved to the individual’s student folder.