



31/03/2020 13:30 - 17:00

Title: Pre-employment checks

Venue: DBS Managed Offices Glenfield (CR18 - Conference Room 18), The Old Rectory, Main Street, Glenfield, Leicester, LE3 8DG

Trainer: Strategic HR Services

Human Resources

Pre-employment Checks and Single Central Record (SCR)

The session will take you through the key elements of pre-employment checks and what should be recorded on the SCR.

Outline

The session will provide delegates with the chance to discuss and reflect upon their own experiences and of other delegates, the focus will be on the single central record and pre-employment checks. The session will provide a comprehensive look at all relevant checks in line Keeping Children Safe in Education document and also cover retention of relevant documentation in line with legislation. What should be recorded on the SCR in line with Ofsted including any recent changes.

Description

Programme

- All relevant pre-employment checks including DBS; Right to Work and other additional checks;
- What should be recorded on the SCR.

Outcome

The course will allow you to ensure that your school is following the relevant guidance and legislation in this area. You will cover taking up of references including internal references. We will also cover safeguarding implications and all other pre-employment checks, including what should be recorded on the SCR.

Booking Information

Anyone wishing to attend this training course who do not buy into the strategic HR service are welcome to do so, subject to availability. Please e-mail; hrservices@leics.gov.uk for availability and costs.

If you have any questions regarding accessibility please contact LTS HR or the site directly

Cancellation policy:

- 1) 100% refund 14 days or more before the course starts
- 2) 50% refund between 13 and 8 days before the course starts
- 3) 0% refund between 7 and 1 days before the course starts

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Trainer: Strategic HR Services, HR Advisers

Code: HR-0320-T003

Price per booking: 55.00

Sign up deadline: 30/03/2020