

# NHS employment check standards update, September 2017

## Understanding the updates at a glance

Type of check	What's been updated
<b>Identity check</b>	New links included for the homeless charity Crisis for further information about identity requirements for employing homeless people, page eight.
	New paragraphs providing clarity on the identity requirements for refugees and asylum seekers, page eight.
	Appendix 1 includes clarity on what can be accepted when an applicant presents a driver's licence under the <b>list of examples of photographic personal identity</b> and <b>what to do if the application cannot provide documentary evidence as proof of address</b> .
<b>Employment history and reference check</b>	Additional clarity added under section <b>When to seek a reference</b> on pages two - four.
	New section on <b>What to do if an employer reference is unobtainable</b> on page six.
	Additional clarity added under <b>Other types of reference</b> section on requirements for Character/personal references on pages six and seven.
	Amendment to the link to guidance under the <b>Recording and retaining employment history and reference checks</b> section on page eight.
<b>Right to work check</b>	Additional sections added under <b>Checking right to work documents</b> , including: <b>follow up check</b> requirements, clarity about what evidence is required as <b>proof of an in-time application</b> and <b>failure to carry out checks</b> on pages four and seven.
	Additional clarity on what documentary evidence can be sought for <b>asylum seekers</b> and <b>refugees</b> including new links to further information in Home Office guidance on pages nine and 10.
	Removed appendix 3 on Points-based immigration system, this now signposts to up-to-date information on the NHS Employers website.
<b>Professional registration and qualification check</b>	Additional clarity added under <b>Voluntary registers</b> section on page four to reinforce the need to ensure job adverts and personal specifications reflect the wide range of Professional Standards Authority (PSA) accredited bodies to ensure fair and equal opportunities for health professionals on their registers.

<b>Work health assessments check</b>	Additional clarity on page three about <b>Who and when to check</b> in regard to existing staff who are returning to work following illness or injury.
	New section on page three to clarify the importance of working with <b>Agencies/third party contractors to agree requirements</b> for different posts.
	Additional clarity provided on the assessment process on page four.
	Amended links to further guidance including the Department of Health Green Book and how healthcare professionals can register to receive updates on immunisation requirements on page six.
<b>Criminal record check</b>	<b>Types of check</b> section now includes details on the Disclosure and Barring Service (DBS) update service and Adult First service for regulated activity with adults, pages four - six.
	Additional section added under <b>Assessing eligibility</b> regarding NHS Employers interactive <a href="#">eligibility tool</a> on page six and seven.
	Removed section which outlines the legal definition of regulated activity for adults and children, this section now signposts to the relevant government guidance on the DBS website.
	The <b>When to carry out a DBS check</b> section on pages seven and eight has been split up to clearly outline: <ul style="list-style-type: none"> <li>— The trigger for a check</li> <li>— Taking up a position before the outcome of a check is known</li> <li>— Existing staff changing roles within the same organisation</li> <li>— Students</li> </ul> Work experience/placements.
	New sections added on pages eight and nine to provide clarity around: <ul style="list-style-type: none"> <li>— Informing applicants about check requirements</li> <li>— Reducing delays in processing</li> </ul> Ensuring DBS application forms are completed correctly.
	New paragraph added in <b>What's required when using an external agency to carry out checks</b> on pages 12 - 13.
	New legislation from April 2017, making <b>Overseas police checks</b> a legal requirement under Home Office immigration rules on pages 14 - 16.

If you have any queries about any of the requirements or any comments on how we might further improve the check standards, please email [employmentchecks@nhsemployers.org](mailto:employmentchecks@nhsemployers.org)