

APPENDIX 1

CHECKS REQUIRED FOR INTERNAL CANDIDATES

PLEASE NOTE: ANYONE WORKING WITH CHILDREN WHO MOVES FROM A SUPERVISED ROLE TO AN UNSUPERVISED ROLE WILL REQUIRE A DBS ENHANCED DISCLOSURE.

	Scenarios	The Application Form	Interview	Identity Check	DBS Enhanced Disclosure	Qualifications Required	References	Previous Employment History
1.	<ul style="list-style-type: none"> ▪ Current DfESC paid employee, working <u>unsupervised</u> with children < 18 years old, APPLIES for: ▪ A post at the DfESC working <u>unsupervised</u> with children < 18 years. 	YES. Must complete an application form, as per external candidate.	If shortlisted, YES must be interviewed	<p style="text-align: center;">✘</p> <p><small>*If unknown to you, check identity at interview or on 1st day.</small></p>	<p style="text-align: center;">✘</p>	YES, as per para 5.8 <u>but</u> only for any additional quals req'd in new post.	YES, as per para 5.9	YES, as per para 5.10
2.	<ul style="list-style-type: none"> ▪ Current DfESC paid employee <u>not</u> working with children, APPLIES for: ▪ a paid post at the DfESC working with children < 18 years. 	YES. Must complete an application form, as per external candidate.	If shortlisted, YES must be interviewed	<p style="text-align: center;">✘</p> <p><small>*If unknown to you, check identity at interview or on 1st day.</small></p>	YES if access to children under 18 is unsupervised	YES, as per para 5.8 <u>but</u> only for any additional quals req'd in new post.	YES, as per para 5.9	YES, as per para 5.10
3.	<ul style="list-style-type: none"> ▪ Current paid employee of the States of Jersey, working with children < 18 years, APPLIES for: ▪ A post at the DfESC working with children < 18 years old. 	YES. Must complete an application form, as per external candidate.	If shortlisted, YES must be interviewed	YES, as per para 5.1	YES if access to children under 18 is unsupervised	YES, as per para 5.8 <u>but</u> only for any additional quals req'd in new post.	YES, as per para 5.9	YES, as per para 5.10

	Scenarios	The Application Form	Interview	Identity Check	DBS Enhanced Disclosure	Qualifications Required	References	Previous Employment History
4.	<ul style="list-style-type: none"> ▪ Current employee of the States of Jersey <u>not</u> working with children, APPLIES for: ▪ A paid post at the DfESC working with children < 18 years. 	YES. Must complete an application form, as per external candidate.	If shortlisted, YES must be interviewed	YES, as per para 5.1	YES if access to children under 18 is unsupervised .	YES, as per para 5.8 <u>but</u> only for any additional quals req'd in new post.	YES, as per para 5.9	YES, as per para 5.10
5.	<ul style="list-style-type: none"> ▪ Current volunteer at the DfESC working <u>unsupervised</u> with children < 18 years old, APPLIES for: ▪ A post (paid or another volunteer) at the DfESC working <u>unsupervised</u> with children < 18 years. 	YES. Must complete an application form, as per external candidate.	If shortlisted, YES must be interviewed	x	NO, <u>but</u> see footnote below ¹	YES, as per para 5.8 <u>but</u> only for any additional quals req'd in new post.	YES, as per para 5.9	YES, as per para 5.10
6.	<ul style="list-style-type: none"> ▪ Current volunteer at the DfESC <u>not</u> working with children, APPLIES for: ▪ A post (paid or another volunteer) at the DfESC working with children < 18 years old. 	YES. Must complete an application form, as per external candidate.	If shortlisted, YES must be interviewed	YES, as per para 5.1	YES if access to children under 18 is unsupervised .	YES, as per para 5.8 <u>but</u> only for any additional quals req'd in new post.	YES, as per para 5.9	YES, as per para 5.10

¹ A new DBS check will only be required if the existing volunteer has not had contact/provided volunteer help in the three months immediately prior to the new appointment.

	Scenarios	The Application Form	Interview	Identity Check	DBS Enhanced Disclosure	Qualifications Required	References	Previous Employment History
7.	<ul style="list-style-type: none"> ▪ Current volunteer for the States of Jersey working with children < 18 years old, APPLIES for: ▪ A post (paid or another volunteer role) at the DfESC working with children < 18 years old. 	YES. Must complete an application form, as per external candidate.	If shortlisted, YES must be interviewed	YES, as per para 5.1	YES if access to children under 18 is unsupervised.	YES, as per para 5.8 <u>but</u> only for any additional quals req'd in new post.	YES, as per para 5.9	YES, as per para 5.10
8.	<ul style="list-style-type: none"> ▪ Current volunteer for the States of Jersey <u>not</u> working with children, APPLIES for ▪ A post (paid or another volunteer role) at the DfESC working with children < 18 old. 	YES. Must complete an application form, as per external candidate.	If shortlisted, YES must be interviewed	YES, as per para 5.1	YES if access to children under 18 is unsupervised.	YES, as per para 5.8 <u>but</u> only for any additional quals req'd in new post.	YES, as per para 5.9	YES, as per para 5.10