**R&S - APPENDIX 1**

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| **Pre Placement Checks Undertaken by NHS Fife** |
| **Category of worker** | **Verification of Identity** | **Entitlement to Work13** | **Criminal Convictions** | **Qualifications** | **Language Competency** | **Professional Registration** | **References14** | **Pre Placement Health Clearance15** | **Secondary Work Activity16** |
| New permanent/ fixed term Board employee | Yes | Yes | Depends on role | Depends on role | Depends on role | Depends on role | Yes | Yes | Yes |
| Existing permanent/ fixed term employee changing role within Board | Where the pre placement checks required for the new role are the same as those previously required, and where it can be evidenced that those checks have been undertaken satisfactorily, there is no requirement to repeat those checks as part of this further pre placement process (although please note relevant footnotes below). |
| Board zero-hours contract worker | Yes | Yes | Depends on role | Depends on role | Depends on role | Depends on role | Yes | Yes | No |

13 In the case of those engaged in paid work, ongoing ‘entitlement to work’ checks will be required following placement until such times as the individual has indefinite leave to remain and work. Similarly, organisations should ensure that there is no subsequent breach of any restrictions in terms of the type of work an individual can do or the amount of hours they can work.

While no such check is required in the case of volunteers, there is a requirement to check in the case of those involved in unpaid work, the distinction between which may not always be clear.

14 While references may not be required for the purposes of this guidance (i.e. to check the accuracy of an individual’s previous employment and training history), they may still be required to provide assurance of an individual’s qualifications, integrity and track record.

15 While pre placement health clearance may be required in all cases with the exception of individuals on work experience, the extent of the clearance process will depend upon the role.

16 All have a duty to declare during the pre placement process, and thereafter, any potential or actual conflict of interest.