

Employment-plus  
Regent House  
Regent Close  
Torquay  
TQ2 7AN

Direct Line:01803 653352  
Fax Number:01803 653335  
E-Mail: maria.stone@nhs.net

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To whom it may concern

I refer to your request regarding CRB disclosures for staff who, as part of their role, visit schools and other council premises.

I am confirming the processes which form part of the recruitment process for staff within South Devon Healthcare and Torbay and Southern Devon Care Trust, which are as follows:

- During the recruitment process both trusts fully complies with NHS Employment check standards which include:
  - Verification of Identity checks
  - Right to work checks
  - Registration and Qualifications checks
  - Employment History checks
  - Criminal records checks
  - Occupational Health

Enhanced check is undertaken for staff who regularly are caring for, training, supervising or in sole charge of a person;

- under eighteen
- aged eighteen or over and are deemed to be a vulnerable adult within the definition of the Police Act 1997.

All staff have a contractual obligation to inform their respective trusts if they are cautioned or are subjected to criminal conviction or investigation during the course of their employment.

I hope this clarifies the situation but if you have any questions then please do not hesitate to contact me.

Yours sincerely



Maria Stone [Mrs]  
Employee Services Manager