

Dear

I am writing to you in reply to your Freedom of Information Act (FOIA) request to Nottinghamshire County Council. Firstly I apologise for the delay in replying to you and for any inconvenience it may have caused. I have the following information.

*Copies of any current policies, procedures, guidelines, training materials or similar documents relevant to the Local Authority's interviews and criminal records checks of children's and adults' social workers who apply to work for you.*

Please see the following links for our policies:

<http://home.nottsc.gov.uk/working/hr/personnel-handbook/section-c5> &

<http://beta.nottsc.gov.uk/working/hr/personnel-handbook/section-c5/appendix>

Please note that managers in both Children's and Adults departments adhere to the corporate recruitment and selection guidelines which are embedded in safer recruitment practice. Training is delivered on several platforms, some classroom based, some through e-learning.

*Does the Local Authority consider it necessary for social workers:-*

*(i) to be interviewed face-to-face, rather than via a video link (or similar)*

Our practice is that all interviews are carried out face to face by a recruitment panel of a minimum of two and a maximum of three people.

*(ii) to be interviewed by interviewers with particular qualifications, training, or experience (e.g. Warner training)*

Candidates are interviewed by suitably qualified managers who have undertaken the relevant training. This would include Warner training for residential positions.

*(iii) to be interviewed by interviewers who are employees of the Local Authority*

Interviewers are employees of the County Council. This applies for permanent positions and also for agency workers supplied through our managed service arrangements.

*(iv) to be interviewed by the person responsible for the recruitment decision*

The appointing officer forms part of the panel and is responsible for the recruitment decision.

*(v) to be interviewed by the person who would manage them if they were appointed*

This is the case in most but not all situations for example where there is a need for volume recruitment managers of an equivalent level may undertake recruitment for more than one team.

*(vi) to have their identity checked for their DBS face-to-face, rather than using posted original documents and a video link likeness (or similar)*

Nottinghamshire County Council's DBS ID verification policy requires that all ID Verifiers confirm an individual's identity in a face to face meeting, with copies of original document as per DBS guidance. The same requirements are applied to right to work in the UK documentation. We require DBS checks from the employing agency for contingent labour and do not accept third party checks.

If you have any queries or concerns then please contact me. Please remember to quote the reference number above in any future communications.

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to the Team Manager, Complaints and Information Team, County Hall, West Bridgford, Nottingham, NG2 7QP or e-mail [foi@nottsc.gov.uk](mailto:foi@nottsc.gov.uk).

Yours sincerely

John Allison  
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Nottinghamshire County Council