



States Greffe

Deputy Kristina Moore  
Chief Minister  
Chair, States Employment Board

**BY EMAIL**

13<sup>th</sup> April 2023

Dear Chair,

## **Safeguarding and Employment Checks**

Further to your letter dated 6th March 2023, I would be grateful if you could provide the Public Accounts Committee (PAC) with some further information, related to the safeguarding and employment checks for employees working with children and vulnerable groups in Jersey:

1. In your letter, it states that there are exceptional circumstances when a 'risk assessment' would be completed prior to employment checks being received. Please could you provide more information about these exceptional circumstances?
  - a. What is the process used to complete a risk assessment?
  - b. The PAC notes that 'risk assessments' are accompanied by strict supervision, safeguards, and protective measures. Please can you provide more information about the 'risk assessment' safeguards and measures?
  - c. Are the policies and procedures in place in relation to 'risk assessments' consistent across Government departments?
2. In your letter, it states that employees that require an enhanced DBS check must renew the DBS check every three years. Please can you advise which roles qualify for an enhanced DBS check?
  - a. How do you ensure that all roles that qualify are subject to an enhanced DBS check?
  - b. Your letter stated that People Hub "*run a report* (in relation to enhanced DBS checks) *and contact the employees directly informing them that an update is required*". Please can you advise what processes and procedures are in place in relation to the maintenance of this report?
3. The Safe Recruitment Policy states that 'Safe Recruitment' means a "*consistent and thorough recruitment process*". How does the Safe Recruitment Policy ensure the consistency and thoroughness of the recruitment process in relation to positions of trust?
4. Following the recent media coverage of a senior official within the Department for Children, Young People, Education and Skills pleading guilty to making indecent images of children, please can you describe what changes, if any, have been made to recruitment processes and procedures as a result?

I would be grateful of a response to the points listed above by **Thursday 20th April 2023**.

Yours sincerely,



Deputy Lyndsay Feltham  
**Chair, Public Accounts Committee**