



Kilimanjaro Christian Medical University College

(A Constituent College of Tumaini University Makumira)

Recruitment and Staff Vetting Procedures

1. Background

Vetting is the process of performing a background checks on someone before hiring them. A prospective person or project may be vetted before making a hiring decision

A number of posts in KCMU Collage require staff to undertake activities that will bring them to interact with students' records and records of other staff and therefore trust is required. To ensure the protection of the public, and promote public trust and confidence, KCMU Collage is committed to ensuring that only suitable candidates are recruited into these positions of trust.

1.1 Introduction

KCMU Collage committed to providing the best education through their Motto of Research, Teaching, and healing and safeguarding and promoting the welfare of students health and knowledge.

KCMU Collage recognise that in order to achieve their aims it is of fundamental importance to attract, recruit staff of the highest competence who share this commitment.

2. General Principles.

This policy applies to new staff that are employed and/or engaged by KCMU Collage or acts on behalf of KCMU Collage who will have unsupervised access to students and staff records in the course of their employment/engagement. Individuals who are not directly employed by KCMU Collage, but who are employed by contractors (or sub-contractors) of KCMU Collage and who will have unsupervised access to students and other workers in the course of their duties will also be required to undergo the vetting process. While KCMU Collage will carry out vetting in respect of contractors / sub-contractors, the KCMU Collage will also ensure that these obligations are reflected, to the extent possible, in any contract between KCMU Collage and the contractor and/or sub-contractor and as appropriate form part of the criteria required in any procurement process.

Each applicant/existing staff member must disclose any relevant information relating to the process of vetting to KCMU Collage.

Information relating to requirements for Vetting will be provided in an accurate, clear, consistent and timely manner to applicants/existing staff.

Information collected as part of this vetting process will be treated as confidence but may be released to other parties as deemed necessary by KCMU Collage.

By signing and returning the contract of employment, the applicant expressly acknowledges that any offer of employment is conditional on the applicant successfully completing the Vetting process. Furthermore, the applicant consents to the offer of employment being withdrawn if they do not successfully complete the KCMU Collage vetting process.

3. KCMU College vetting.

All job applicants who are intended to be employed in an area where they will have unsupervised access to collage, students and staff in the course of their employment/engagement must complete the Vetting Form and authorise KCMU Collage to conduct a background check via the KCMU Collage Vetting Unit. The vetting process will be carried out by the Human Resources Department.

4. The KCMU-College vetting procedure for the Job applicants.

The following sections outline the various stages that are involved in the KCMU Collage Vetting process:

Stage 1: Advertisement

All posts identified as requiring KCMU Collage vetting will explicitly stated in both the advertisement and job description that the post will be subject to KCMU Collage vetting.

Stage 2: The Offer / Contract

Following completion of the recruitment and selection process, the candidate(s) deemed suitable for appointment will be offered the position subject to him/her satisfying the full requirements of the KCMU Collage vetting process. This will be explicitly reflected in the offer letter and/or contract, which will be accompanied by a KCMU Collage vetting form. This documentation highlights to any prospective staff member the importance of full disclosure.

Save in exceptional circumstances, no applicant will commence employment until such time as all parts of the recruitment and selection process including KCMU Collage vetting has been fully completed to the satisfaction of the KCMU Collage. (Exceptional circumstances must be agreed in advance with the Head of Department and the Human Resources office.

Stage 3: Completion of Authorised Signatory's section of form

The applicant must sign and return the completed confidential forms to the Authorised Signatory within ten working days. Once the Authorised Signatory is satisfied that all sections of the form are duly completed the form will be forwarded to the KCMU Collage vetting Unit.

Stage 4: Completion of KCMU Collage vetting Unit section of the form

The KCMU Collage responds to the vetting request by confirming whether any previous convictions appear against the applicant or if any prosecutions are pending.

Stage 5: Confirmation of KCMU Collage Vetting Unit response by Authorised Signatory

Where the information supplied by the KCMU Collage vetting Unit is inconsistent with the information supplied by the applicant the Human Resources Officer will contact the applicant for clarification.

Stage 6: Evaluation of information

Once the information has been verified and confirmed it is then reviewed by the office of the Human Resources and classified as follows:

- No convictions recorded
- Minor Offence
- Serious Offence
- Very Serious Offence

Stage 7: KCMU Collage response to information provided by KCMU Collage vetting Unit.

(a) No convictions recorded

Where no convictions have been recorded, the offer of employment will be confirmed (subject to all other conditions associated with the offer being met).

(b) Minor Offence

With regard to minor offences the KCMU Collage response is different depending on whether or not the applicant openly disclosed the offence:

- (i) If the offence has not been disclosed the Head of Department and office of Human Resources will discuss and assess the potential risk of the offence and decide whether or not to proceed with the offer. If deemed appropriate, the decision-makers may wish to meet with the applicant to seek an explanation for the non-disclosure.
 - If a satisfactory explanation is received the offer of employment will be confirmed (subject to all other conditions associated with the contract being met).
 - If the explanation is found to be unsatisfactory, the offence will be deemed to be a *serious offence* and be dealt with as outlined in section c (ii) below.
- (ii) If the offence has been disclosed the offer of employment will be confirmed (subject to all other conditions associated with the offer being met).

(c) Serious Offence

With regard to serious offences, the college response will be different depending on whether or not the candidate / prospective employee openly disclosed the offence

- (i) If the offence has not been disclosed the Head of Department, Office of Human Resources will meet to discuss and assess the potential risk of the offence. If deemed appropriate, the decision-makers may also meet with the applicant. Other than in very exceptional

circumstances, the applicant will be advised that their offence is being treated as a *very serious offence* and the procedure outlined in section (d) below will be followed.

- (ii) If the offence has been disclosed the Head of Department, Office of Human Resources will meet to discuss and assess the potential risk of the offence. If necessary, the decision-makers will meet with the applicant.
- If there has been evidence of significant rehabilitation and/or evidence of appropriate behaviour modification by the applicant since the event took place, then the applicant will be advised that the offer of employment is confirmed (subject to all other conditions associated with the offer being met).
 - If there is no evidence of significant rehabilitation and/or evidence of appropriate behaviour modification by the applicant he/she will be advised that their offence is being treated as a *very serious offence* and the procedure outlined in section (d) below will be followed.

(d) Very Serious Offence

With regard to very serious offences to the members of the public, the applicant will be required to meet with the Office of Human Resources and advised that owing to the nature of their conviction(s) the offer of employment no longer stands and is being withdrawn. Following the meeting the applicant will be advised in writing of the KCMU Collage's decision. He/she may, within two weeks of the date of the letter, make an appeal to the KCMU Collage to have their case reviewed as outlined in Section 9.

Stage 8 – Completion of vetting.

Applicants/Staff who have satisfactorily completed KCMU Collage vetting Unit will be deemed to be a staff member of the KCMU Collage.

A staff member may be re-vetted if information concerning suitability to work with students or staff comes to the attention of the KCMU Collage.

7. Decision Makers- KCMU-College Vetting.

Where it is established that an applicant/~~existing~~ staff member has a criminal conviction the following decision-makers will make determinations on behalf of KCMU Collage.

- a) HR in charge
- b) Safety Officer/KCMU Collage Coordinator

8. Disclosure of Criminal Convictions.

It is KCMU Collage policy to ask all applicants for positions within KCMU Collage if they previously have been convicted of a criminal offence(s) which is of a serious nature that would deem them unsuitable for appointment

All KCMU Collage staff and job applicants must inform KCMU Collage of any such conviction at the earliest possible opportunity.

If during the course of the recruitment process it transpires that an applicant has a criminal conviction (either by way of KCMU Collage vetting or by applicant disclosure) full details of the conviction will be sought and the KCMU Collage vetting process will commence.

The provision of false, inaccurate or misleading information will disqualify applicants from the selection process and for existing staff members may result in disciplinary action (up to and including termination).

9. Appeal

A decision not to confirm an offer of employment can be appealed by the applicant to the KCMU Collage within 14 days of issue of the decision. The appeal should be made in writing to the Deputy Provost Administration (DPA) and shall be handled by DPA in liaison with Corporate KCMUCo Secretary.

None of the original Decision-Makers shall hear the appeal. Full details of the applicant will be considered and a decision will be communicated to the applicant by the office of Human Resources. This decision shall be final and binding.