



## NEWICK PARISH COUNCIL

### POLICY STATEMENT PREVENTING ILLEGAL WORKING

In order to fulfil its duty to prevent illegal working, Newick Parish Council will comply with the provisions of the Immigration, Asylum and Nationality Act 2006 and with current Home Office guidance.

The Parish Council will, therefore, carry out the required checks to ensure that the person is legally allowed to do the work in question before employing that person. Follow-up checks will also be carried out in respect of any employees with time-limited permission to live and work in the UK.

The checks to be carried out are as follows:-

- 1) Obtain original versions of one or more acceptable documents
  - 2) Check the document's validity in the presence of the holder
  - 3) Make and retain a clear copy and record the date the check was made
- (Taken from 'An employer's guide to right to work checks' May 2015 Home Office)*

The Council will also ensure that the Sports Pavilion Management Committee is aware of this policy statement in order that it also takes similar precautions to ensure that illegal working does not take place.

The Council will ensure that any suspicions or concerns about the legal status of any prospective employee are reported to the appropriate authority.

Reviewed and adopted 27<sup>th</sup> October 2015

Signed: .....(Chairman)