



## **Procedures specific to employees or volunteers from overseas**

It is the responsibility of line managers of employees or volunteers from overseas to ensure that all of the following procedures are followed. Reports on overseas workers will be given by The Pastor at each bi-monthly Trustees meeting to ensure compliance. This will be a permanent agenda item together with Child Protection and Health and Safety issues.

### **Monitoring immigration status and preventing illegal employment**

A photocopy of sponsored migrants' passports or immigration status documents (and, in time, their ID cards), showing they are allowed to work and any limitations on this work will be kept on their personnel file in the Legacy office at the Legacy XS Centre.

The bi-monthly report to Trustees should include a review of the above documents so that the Trustees can be satisfied that employment conditions of overseas workers or volunteers are complied with.

### **Maintaining migrant contact details**

Residential address and telephone numbers are held in each employee or volunteer's personnel file.

As part of the induction process workers will be informed of the necessity to advise their line manager of any change in personal circumstances. It is the responsibility of line managers to amend personnel files accordingly.

### **Recordkeeping**

Requests for documentation in relation to migrants should be forwarded to The Pastor immediately. It is The Pastor's responsibility to forward all necessary documents including latest copies of HR policies and procedures most of which are stored on the Legacy website ([www.legacyweb.org](http://www.legacyweb.org)).

### **Migrant tracking and monitoring**

If a sponsored migrant does not turn up for their first day of work The Pastor must be immediately notified so that he may contact the UK Border Agency within 10 working days providing reasons for non-attendance.

If a migrant is absent from work for more than 10 working days, without your reasonable permission The Pastor should be informed. The Pastor will then report this absence to the UK Border Agency within 10 working days of the 10th day of absence.

If a migrant's contract of employment or volunteer agreement is terminated (including where the migrant resigns or is dismissed) The Pastor must be immediately notified. A report to the UK Border Agency will be provided within 10 working days of the event in question.

If Legacy stops sponsoring the migrant for any other reason (for example if the migrant moves into an immigration category that does not need a sponsor) a report will be provided to the UK Border Agency by The Pastor within 10 working days.

If there are any significant changes in the migrant's circumstances, for example a change of job or salary (but not job title or annual pay rise) a report to the UK Border Agency will be provided within 10 working days of the event in question.

If Line Managers have any suspicions that a migrant is breaching the conditions of their permission to be in the United Kingdom The Pastor should be advised immediately who will investigate and provide a report to the UK Border Agency within 10 working days.

If there are any significant changes in The Legacy Trust's circumstances a report to the UK Border Agency will be provided within 28 working days.

### **Professional registrations and accreditations**

Before appointment of overseas employees or volunteers a check should be carried out to confirm any professional accreditation required (eg Equivalent JNC status for youth workers). As with UK recruits references should always be obtained.