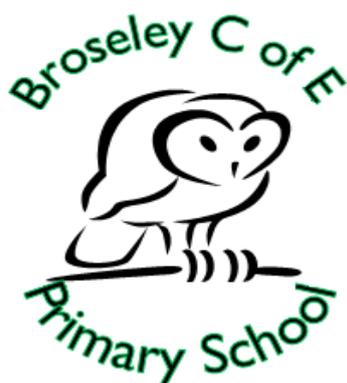


Schools HR Policy & Procedure Handbook



Keeping Children Safe in Education: Single Central Record Guidance for Schools

	Date of Next Review
Head teacher/SLT	November 2017
Governors	Premises, Safeguarding and Health & Safety Committee / FGB

These Guidelines have **been shared** with the following professional associations and Trade Unions representing Teachers, Headteachers and Support Staff:

- National Union of Teachers
- National Association of Schoolmasters Union of Women Teachers
- Association of Teachers and Lecturers
- National Association of Headteachers
- Association of School and College Leaders
- Unison
- GMB

September 2016

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SINGLE CENTRAL RECORD GUIDANCE FOR SCHOOLS

1. Introduction

Safer recruitment is an important part of safeguarding children and is the first step to safeguarding and promoting the welfare of children in education.

Broseley Primary School is committed to safeguarding and promoting the welfare of all pupils in its care and expects all staff and volunteers to share this commitment.

Governing Bodies and proprietors must act reasonably in making and recording decisions about the suitability of prospective employees.

This guidance supports other HR KCSiE policies and guidance to ensure that schools can meet their responsibilities to record recruitment checks for any individual working in any capacity.

The HR KCSiE Framework includes the following policies and guidance:

- Safer Recruitment Policy
- DBS Guidance for Schools
- Suitability Disqualification Guidance for Schools
- Single Central Record Guidance for schools
- Child Reporting Concerns Guidance
- Whistle Blowing Procedure
- Code of Conduct for School Based Staff
- Dealing with Allegations of Abuse Against Staff in Schools

All those involved in the recruitment and selection of staff, engagement of contractors and school visitors will ensure all processes are conducted in a professional, timely and responsive manner and in compliance with current employment:

- to prevent unsuitable people working within the School
- to attract the best possible candidates to work in the School
- to create and maintain a safe workforce

2. Roles and Responsibilities

It is the responsibility of the Governing Body to monitor and review the effectiveness of this guidance and to be familiar with the DfE guidance 'Keeping Children Safe in Education' and its specific requirements related to Safer Recruitment.

It is the responsibility of the Headteacher to ensure that an accurate single central record is maintained in school to record recruitment decisions in accordance with this guidance for inspection by Ofsted as necessary. The Headteacher may however delegate responsibility for completion of the single central record to whoever they deem responsible for doing so. This person(s) must verify that they have checked the individual's details and each entry must show the name of the person making the check, the position held and the date when the check was completed. However, the responsibility for ensuring the accuracy of the record remains with the Headteacher.

Headteachers and Chair of Governors are responsible for ensuring that they have robust processes in place to carry out and record recruitment checks for staff, volunteers and anyone else who has regular access to children within the school.

3. Scope

Paragraph 66 of 'Keeping Children Safe in Education' states the following must be included on the single central record:

- All staff (including supply staff and teacher trainees on salaried routes) who work at the school; in colleges, this means those providing education to children; and
- For independent schools, including academies and free school, all members of the proprietor body.

Based on this definition it is for the school to determine who to include or not include on the single central record. This guidance suggests that this should include:

- All staff who are employed directly by the school including teachers and teacher trainees on salaried routes who work at the school;
- All supply/agency staff employed for a reasonable period of time, whether employed directly by the school or through an agency. The very short term cover staff totalling a few days or a couple of weeks would not normally be put on the single central record, however you will still need to ensure the Agency has carried out all the checks and hold the evidence on file;
- Any volunteer who works regularly with children and always include those who are engaged in 'regulated activity';
- Governors;
- People brought into the school to provide regular additional teaching or instruction but who are not staff members, such as Sports Coaches, Peripatetic Music teachers (not from the Local Authority) and Artists;
- Regular contract staff such as contract cleaners or caterers.

This guidance suggests that peripatetic staff supplied by the Local Authority should be excluded from the school's single central record as they are entered, as recommended, on the Local Authority's single central record.

Schools are reminded that anyone else visiting the school who is not required to be included on the single central record should be asked to sign in the school's visitor's book, provide their identity and be required to wear a visitor badge.

The single central record should reflect the current workforce. When someone leaves the school they should be removed from the single central record by either deleting or archiving the record.

4. Legislation

Maintained Schools

- Regulation 12 (7) and 24 (7) and Schedule 2 to the School Staffing (England) 2009
- School staffing (England) Amendments Regulations 2013
- Education (Pupil Referral Units) application of Enactments (England) Regulations 2007.

- The Education Act 2002 (section 175)

Non-maintained Special Schools

- Regulation 3 and Paragraph 6 & 7 of Part 1 and Paragraph 16 of Part 2 and Paragraph 18 of Part 2 of the Schedule to the Education non-maintained Special Schools (England) Regulations 2015.

Colleges

- Regulations 20-25 and the Schedule to the Further Education (Provider of Education) (England) Regulations 2006

Academy Schools

- Part 4 of Schedule to The Education (independent School Standards) Regulations 2014
- The independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014

5. Overview

In accordance with the above legislation and the Department for Education, schools are required to keep a single central record of school recruitment. Schools should log all safer recruitment checks, including details of DBS/CRB/list 99 checks. (Please refer to HR 'KCSiE DBS Guidance for Schools' for further information on types of checks).

The single central record is a live document that schools will need to update whenever new staff are recruited. Ofsted inspectors will ask to check this and will expect all mandatory columns to be complete for those who are currently at the school. Individuals should be removed from the single central record when they have left employment.

NB. Schools operating as part of a federation that retain a separate Unique Reference Number (URN) should continue to maintain its own single central record. It is up to each federation to decide how it wants to record those staff who do/may work across several separate URNs.

6. Information that should be recorded on the single central record

The minimum requirement is that schools must record that the following checks have been carried out, or certificates obtained, and the date on which each check was completed or the certificate obtained:

All schools

- An identity check
- A barred list check
- An enhanced DBS check/ certificate
- A prohibition from teaching check (this was previously the GTC check and is now carried out by Employment Services through the National College of Teaching and Learning)
- A check of professional qualification; and
- A check to establish the person's right to work in the United Kingdom

Free schools and academies only

- A Section 128 check (for management positions as set out in KCSiE 2016 p99 for independent schools (including free schools and academies);
- Further checks on people living or working outside of the UK; this would include recording checks for those EEA (European Economic Area) teacher sanctions and restrictions described in KCSiE para 114;

Under each heading the guidance suggests the school records:

- What has been seen;
- When it was seen, and;
- By whom it was seen.

For supply staff schools should also include whether written confirmation that the employing organisation supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, whether any enhanced DBS certificates have been provided in respect of the member of supply staff and the date that confirmation was received.

Where checks are carried out on volunteers, schools should record this on the single central record.

The single central record should be more than a simple compliance document. It should be an integral part of the school's recruitment and selection policy forming a useful and practical purpose in recording and referencing the pre-employment checks within a single comprehensive document.

Shropshire Council's template (link found at Appendix A) is recommended for use by Shropshire schools and academies and has been developed to comply with statutory guidelines and best practice so that it can be used as a practical tool to support schools in delivering the principles of safer recruitment.

There should never be an empty field. If 'not applicable', school's should insert 'n/a' in the cell.

If there are gaps in optional columns it is recommended that these columns are removed.

If there are gaps in mandatory columns, then a consistent date may be added. Speak to your HR Business Partner or HR Officer for further advice.

7. Details of records to be kept

Schools and colleges do not have to keep copies of DBS certificates in order to fulfil the duty of maintaining the single central record. To help schools comply with the requirements of the Data Protection Act, when a school or college chooses to retain a copy, they should not be retained for longer than six months.

However, in terms of documents to evidence right to work in the UK, it is important that original documents are seen and checked and copies retained. This applies to all employees regardless as to the date they started at the school. This should be repeated if there is an expiry date on the visa. Further details can be found on GOV.UK. From 2016, there are tougher sanctions on employers who employ illegal workers. The Immigration Bureau can do spot checks and will expect to see this data.

A copy of the other documents (e.g. qualifications) should be kept on the personnel file.

8. Format of the single central record

There is no defined format for the single central record.

It is a matter for each school to determine whether the single central record is held manually or in electronic form but must be kept in a single location. Therefore schools should not keep a printed copy of their electronic form.

Most schools will hold the single central record in electronic form as an excel document. If this method is used the records should all be on one Excel workbook and password protected. The record may be held across different worksheets within that workbook (for example separate sheets for different categories of workers such as Employees, Volunteers, Agency/ Supply etc.).

Shropshire Council's suggested template for recording '**Employees**' details by each category is shown below together with guidance on how each column should be completed. There are fewer columns on the Volunteer, Leaver, Contracting Companies, Agency and Supply worksheets. See guidance in sections 10, 11, 12 and 13.

9. Employee work sheet

9.1 Identity – please also refer to Appendix B

A	B	C	D
Mandatory	Mandatory	Mandatory	Mandatory
Name	Home Address	DOB	Date Address Seen
Record the full name of the individual	This should be the current home address that you will also be recording for your DBS check	This template records dd/mm/yyyy but any format can be used	<p>Record the evidence and date it was seen.</p> <p>This template suggests format as dd/mm/yyyy but any preferred format can be used</p> <p>This should be included on photographic evidence- if the applicant cannot provide this then try and seek more than one additional form of ID in accordance with the DBS requirements. These should always be originals.</p> <p>A copy of the documents should be taken and signed and dated that the originals have been seen.</p> <p>Please see section 7 for details about what documentation should be retained.</p>

9.1 Identity – continued

E	F	G
Mandatory	Optional	Mandatory
Date Photo ID seen	National Insurance number checked	Evidence Checked by
<p>Record the evidence and date it was seen. This date should be the same as the date the DBS check is submitted as shown in column P This template suggests it as dd/mm/yyyy but any preferred format can be used This can be a passport or driving licence</p> <p>A copy of the documents should be taken and signed and dated that originals have been seen.</p> <p>Please see section 7 for details about what documentation should be retained</p>	<p>It is recommended that schools check the National Insurance number on a P45 or P60 and record the date and number</p>	<p>Record the name and Initials of school staff member who has checked the identity documents.</p>

9.2. Job

H	I
Mandatory	Mandatory
Date Started with School	Job Title
<p>Record the employment start date This template suggests dd/mm/yyyy but any format can be used</p>	<p>Record the School job title e.g. Teacher/ Parent / Helper/ Administrator</p>

9.3 Qualifications & Registration - please also refer to Appendix B Gov.uk Guidelines for DBS Check applications

J	K	L	M
Mandatory	Mandatory	Mandatory	Mandatory
Teaching Qualifications Required	If Required, Date Qualifications Seen	Evidence Checked by	If Required, Date GTC Registration seen/ DFE teacher number
<p>Professional qualifications that are a requirement of the job must be recorded e.g. Qualified Teacher Status (QTS) for a Teacher or NVQ2 for a Teaching Assistant.</p> <p>Record Yes/ No.</p>	<p>Record qualifications required for the job (Teachers and Teaching Assistant's only need to be recorded) and the date that they have been evidenced. Other qualifications may be recorded but only those relevant to the job. This template suggests it as dd/mm/yyyy but any preferred format can be used.</p> <p>If schools are unsure as to the comparability of an overseas qualification to a UK qualification this can be checked with HR or websites such as NARIC (http://www.naric.org.uk/naric/).</p>	<p>Record the name and initials of the school staff member who has checked the qualification documents.</p>	<p>Record the DfE Number for the teacher. For existing staff it is sufficient to leave General Teaching Council (GTC) number in which was relevant before its abolition in March 2012.</p>

9.4 Pre-employment checks

N	O	P	Q	R
Mandatory	Optional	Mandatory	Mandatory	Mandatory
Date List 99/ Children's Barred List Checked	Disqualification by Association Suitability Check (if required)	Date CRB/DBS checked and submitted online	Date CRB/DBS disclosure seen	Disclosure Number
<p>A Children's Barred List check (formerly List 99 check) must be undertaken on all staff in Regulated Activity. Unless a Barred List Check is requested separately, the date should be same as DBS check (this may be different if a member of staff has been allowed to start work before their DBS disclosure has been returned and therefore a separate Barred List Check must be carried out prior to starting work by Employment Services. In these circumstances references are also required by the Risk Assessment - see columns X & Y).</p> <p>Record the date the Barred list was carried out.</p>	<p>As schools must keep a record of staff employed to work or manage relevant childcare (and record the date the disqualification checks were completed) it is recommend that this is recorded on the SCR (this can be recorded separately however). Schools should record the date the checks were carried out for relevant staff and retain evidence of documents relevant to a disqualification decision on the personnel file. See HR KCSiE Suitability Disqualification Guidance for Schools for further information.</p>	<p>Record date of the Enhanced CRB/DBS was submitted on line. This date should be the same as the date the evidence for the DBS check is seen and checked as shown in column E</p>	<p>Record the name of the person in the school who was responsible for processing the DBS form and the date this was seen. Unless a Barred List Check is requested separately, the date should be the same as the date the Barred List Check was carried out. Since June 2012, Employment Services no longer receive a copy of the DBS certificate. If schools note that any check is not clear/satisfactory, the Headteacher must follow procedure for Positive Disclosures in the HR KCSiE DBS Guidance and contact HR for advice</p>	<p>Record the date on the disclosure certificate and the Disclosure number. (There is no longer a statutory need to record the DBS disclosure number but it is felt is good practice to do so.)</p> <p>Please refer to paragraph 7 about details of retention</p>

9.4 Pre-employment Checks (continued)

S	T	U	V	W
Mandatory	Mandatory*	Mandatory	Mandatory	Mandatory
Date of Prohibition Check from Teaching	Date of Prohibition Check for role of management (*Independent/ Academy and Free schools only)	EEA regulatory body checks	Overseas Checks Required?	If Required, date and details of Overseas Checks completed
<p>A Teacher Prohibition Orders prevents a person from carrying out teaching work. Orders are made by the Secretary of State following consideration by a NCTL panel.</p> <p>A teacher Prohibition Order check must be made for any teacher the school employs.</p> <p>Schools that purchase Shropshire HR Administration will carry out this check at the pre-employment stage and inform the school if a teacher is prohibited from teaching.</p> <p>Schools choosing to do their own check can access the Teacher's Services System (formerly known as Employer Access Online) by the NCTL. This service also identifies existing prohibitions and sanctions made by the General Teaching Council (GTC) before its abolition in March 2012.</p> <p>This template records dd/mm/yyyy but any format can be used.</p>	<p>From September 2016 independent, academy and free schools are required to check prohibition of those in management positions. This can include Governors who are in a management position. This is known as a 'Section 128 Direction'.</p> <p>HR Administration will carry out this check at the pre-employment stage and inform the school if a teacher is prohibited from teaching.</p> <p>Academy schools choosing to do their own check can access the Teacher's Services System (formerly known as Employer Access Online) by the NCTL.</p> <p>This template suggests dd/mm/yyyy but any format can be used.</p>	<p>From September 2016 all schools are required to check for information about any teacher sanction or restriction that an EEA professional regulating authority has imposed.</p> <p>Although a restriction does not prevent a person from taking up positions in England, schools and colleges should consider circumstances that led to the restriction when considering suitability.</p> <p>HR Administration will carry out this check at the pre-employment stage and inform the school of any restriction.</p> <p>Schools choosing to do their own check can access the Teachers Services System (formerly known as Employer Access Online) by the NCTL</p>	<p>Record Yes/ No if there are checks to be carried out for individuals who have lived or worked outside of the UK (in addition to usual checks).</p>	<p>Record the nature of the check carried out, date and initials of the person carrying out check for individuals who have lived or worked outside of the UK (in addition to usual checks). This may include overseas criminal checks, qualifications, or other employment checks.</p> <p>See HR KCSiE DBS Guidance for Schools for further information.</p>

9.4 Pre-employment checks (continued)

X	Y	Z
Optional	Optional	Optional
Date Satisfactory Reference One Completed	Date Satisfactory Reference Two Completed	Date Medical Clearance Received
<p>Record date of first reference. This field is highly recommended to be in-line with safer recruitment processes. If this information is held elsewhere then you can consider deleting these. It is particularly useful when references have been carried out as part of the risk assessment when a member of staff has been allowed to start work before their DBS disclosure has been returned and therefore a separate Barred List Check must be carried out prior to starting work.</p>	<p>Record date of second reference. This field is highly recommended to be in-line with safer recruitment processes. If this information is held elsewhere then you can consider deleting these. It is particularly useful when references have been carried out as part of the risk assessment when a member of staff has been allowed to start work before their DBS disclosure has been returned and therefore a separate Barred List Check must be carried out prior to starting work</p>	<p>It is recommended that the date the medical clearance is received is recorded here.</p>

9.5 Right to Work in the UK

AA	BB	CC
Mandatory	Mandatory	Mandatory
Date Passport/ Visa/ Work Permit evidenced for right to work in the UK	If Required, Date Visa or Work Permit Expires (Earliest Date)	If Required, Most Recent Date Work Permit or Visa Evidenced
<p>This needs to be completed for British Citizens and workers from overseas. The school should ask to see the individual's birth certificate, proof of a national insurance number and ideally a P45 or P60. Please refer to Appendix C; Asylum & immigration Act- Evidence Requirement Document for further information.</p> <p>If there is uncertainty about whether the individual needs permission to work in the UK – follow advice on GOV.UK website.</p> <p>See paragraph 7 for details about what data should be retained.</p> <p>Also See HR KCSiE DBS Guidance for schools for links to the Home Office and DfE websites for guidance on the employment of overseas applicants.</p>	<p>Record date the Visa or Work Permit Expires (earliest date).</p> <p>Remember to follow this up and ask the employee for an updated visa in the event that the current one expires (see note in section 7 on retaining records for further information).</p>	<p>Record most Recent Date Work Permit or Visa Evidenced</p>

9.6. Management

DD
Mandatory
Initials and date SCR entries checked by Headteacher
<p>Headteachers are responsible for any omissions or errors on the SCR (not the administrator who may complete this on the Headteacher's behalf). It is recommended that the Headteacher initials and dates that entries are correct on a termly basis.</p>

10. Volunteers Work Sheet

Schools should record details of all current volunteers (including governors) on this tab.

- Identity -This is the same as columns A-G as shown in the employee tab at 9.1.
- Job- same as columns H & I as shown employee tab shown at 9.2
- Vetting checks- in accordance with relevant columns, N, O, P, Q, R, V and W in pre-employment checks shown in employee tab at 9.3
- Management – in accordance with column DD in management checks in employee tab 9.6.

11. Contracting Companies Work Sheet

Schools should record the name and address of all companies they contract with that will involve entry of the company's employees on school site.

The contractor's individual DBS details do not need to be held on the school's central record but schools need to seek written confirmation of the DBS check undertaken by the contractor and record it on this worksheet.

Schools should be aware that this is not necessary if they have engaged the contractor through Shropshire Council's Premises Services, as from January 2016, Premises Services now hold a central list of all their Contractors who have undertaken DBS checks and they will now only recommend contractors to schools who have signed up to their DBS agreement which includes that Shropshire Premises Services are now able to provide the school with written confirmation of the check undertaken by approved contactors. Further information can be found in section 6.7 of schools DBS Guidance.)

On arrival, schools should check the identity of the contractor on arrival which should be recorded on this work sheet. Schools engaging contractors through Shropshire Premises Services can refuse entry to employees not wearing identity that includes their DBS number as this forms part of Shropshire Council's Premises Services agreement with contractors who have been awarded school contract work.

12. Agency

Schools should record on the single central record the name and address of any agency that will send their employees on to the school site.

Schools must obtain and record written notification from any agency they use that the agency has carried out a DBS check on the individual who will be working at the school.

Where the position requires a barred list check this must be obtained, by the agency or third party, prior to appointing that individual. The school must also check that the person presenting themselves for work is the same person whom the checks have been made in the relevant columns on this work sheet.

13. Shropshire Council centrally employed staff

Shropshire Council staff who are required to visit schools as part of their role in order to work with, or provide a service in respect of, children and have unsupervised access to children e.g. Peripatetic Teachers, will have been DBS checked and, if appointed after 2002, hold a current DBS (or CRB) certificate. The individual's DBS details do not need to be held on the school's central record but Shropshire LA will on request provide the school with written confirmation of the check undertaken on those specific individuals who visit the school. The school should retain this evidence with their Single central record. Other education and non-education professionals such as Education Advisers or HR Advisers who do not have any unsupervised access to pupils no longer need a DBS check as long as they are supervised. If the situation changes and the supervision of Shropshire staff cannot be guaranteed then a DBS check (without barred list) will be required by the Local Authority. In all cases, the school should carry out an identity check whenever visiting LA staff enter the school premises, to confirm that the person is who they claim to be.

Individuals such as psychologists, Ofsted inspectors, nurses, dentists and other public sector staff should have been checked by their employing organisation, whether Local Authority, Primary Care Trust or Strategic Health Authority. Those who will not have any unsupervised access to pupils will no longer need a DBS check to visit the school. From February 2015, these staff will be excluded from the time period condition of the definition for regulated activity exceeding i.e. the activity occurring 4 or more times in a 30 day period. If the situation changes and the supervision of these staff cannot be guaranteed then details of a DBS check (without barred list) will be required by the employing public sector organisation. Schools should continue to check the individual's identity when they arrive at the premises to confirm that the person is who they claim to be

14. Leavers work sheet

Schools should record details of all leavers for the current academic year on this tab in accordance with Employee works sheet shown at section 9. Older years may be archived for a period up to 12 months from the date of the most recent leaver.

15. Further Information

Further information about the single central record can be found in the following guidance and publications:

- HR KCSiE DBS Guidance for Schools (SLG)
- HR KCSiE Suitability Disqualification Guidance for Schools (SLG)
- Keeping Children Safe in Education 2016
(<https://www.gov.uk/government/publications/keeping-children-safe-in-education>;
- Applying to waive disqualification; early years and childcare providers

<https://www.gov.uk/government/publications/applying-to-waive-disqualification-early-years-and-childcare-providers>;

16. Monitoring & Review

The Governing Body will monitor the outcomes and impact of this guidance on an annual/bi-annual basis in conjunction with school representatives.

This procedure will be reviewed no later than 2 years by Human Resources in consultation with Trade Unions.

Appendices

A. Shropshire Council's Single Central Record Template –

(This template can be found on the HR Policies page on the Shropshire Learning Gateway - 'KCSiE Shropshire Single Central Record Template September 2016').

B. Gov.UK Guidelines for DBS checking –

<https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-dbs-check-application>.

C. Asylum & Immigration Act - Evidence Requirement Document.

ASYLUM & IMMIGRATION ACT 1996 – EVIDENCE REQUIREMENTS

All interview candidates must bring the following **ORIGINAL** documents when they attend for interview. This includes those candidates already employed by the Council.

Candidates must bring either:

ONE original document from **LIST ONE**

or

TWO original documents from **LIST TWO** (First or Second Combination)

LIST ONE
A current valid passport showing that you are a British citizen, or have a right of abode in the United Kingdom.
A document showing that you are a national of a European Economic Area country or Switzerland. This must be a national passport or national identity card.
A residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland.
A current valid passport or other document issued by the Home Office which has an endorsement stating that you have a current right of residence in the UK as the family member of a national from a European Economic Area country or Switzerland who is resident in the UK.
A current valid passport or other travel document endorsed to show that you can stay in the UK; and that this endorsement allows you to do the type of work you are being interviewed for if you do not have a work permit.
An Application Registration Card issued by the Home Office to you as an asylum seeker stating that you are permitted to take employment.

LIST TWO	
First Combination	
EITHER	
This ▶	A) An original document giving your permanent National Insurance Number and name. This could be a P45, P60, National Insurance card, or a letter from a Government agency.
and	Along with checking and copying the above document giving your National Insurance Number, the Appointing Officer must also check and copy only one of the following documents listed B – H below:
	B) A full birth certificate issued in the UK, which includes the names of your parents.

Any one of these 7 choices (B to H)	C) A birth certificate issued in the Channel Islands, the Isle of Man or Ireland.
	D) A certificate of registration or naturalisation stating that you are a British Citizen.
	E) A letter issued by the Home Office to you which indicates that you, as the person named in it, can stay indefinitely in the UK, or have no time limit on your stay.
	F) An immigration Status Document issued by the Home Office to you with an endorsement indicating that you, as the person named in it, can stay indefinitely in the UK, or have no time limit on your stay;
	G) A letter issued by the Home Office to you which indicates that you, as the person named in it, can stay in the UK, and this allows you to do the type of work for which you are being interviewed.
	H) An Immigration Status Document issued by the Home Office to you with an endorsement indicating that you, as the person named in it, can stay in the UK, and this allows you to do the type of work for which you are being interviewed.
or	

LIST TWO	
Second Combination	
This ► and Either one of these 2 choices (B or C)	A) A work permit or other approval to take employment that has been issued by Work Permits UK.
	Along with a document issued by Work Permits UK, the Appointing Officer will also check and copy one of the following documents listed at B – C:
	B) A current valid passport or other travel document endorsed to show that you are able to stay in the UK and can take the Work Permit employment in question.
	C) A letter issued by the Home Office to you confirming that you, as the person named in it, are able to stay in the UK and can take the Work Permit employment in question.

The Appointing Officer will check and photocopy all documents provided.

Please note that if you are not appointed, all photocopies will be confidentially destroyed.