

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

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

August 2017

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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:

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

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 statutory legislation in order to:

- prevent unsuitable people working within the School / Academy
- attract the best possible candidates to work in the School / Academy
- 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 a member of staff. 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 12 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 schools, 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 & trustees;
- 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 to the Leavers Tab.

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 retains a separate Unique Reference Number (URN) should continue to maintain their 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. However, this guidance recommends that the Executive Headteacher and any other members of staff working across more than one school should be included on each school's single central record within the federation and copies should be held in each school

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 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
- 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;*

Free Schools and Academies only

- A Section 128 check (prohibition) for management positions as set out in KCSiE 2016 p23, section 91 for independent schools (including free schools and academies);*

* Employment Services as Shropshire Council's HR Administration carry out relevant prohibition checks and the EEA teacher sanctions and restrictions described for Teachers and Higher Level Teaching Assistants. The 2016 Ofsted handbook has clarified that the expectation for schools is to check any person that carries out unsupervised/ directed teaching work regardless of whether they are being newly appointed.

This guidance therefore confirms that schools check existing staff and volunteers who may be asked to carry out unsupervised/ directed teaching work (and record in column 'P' of the single central record template). Employment Services HR Administration can assist with this exercise.

It is also recommended that school recruitment processes are amended to carry out prohibition checks for applicants for non-teaching employed and volunteer roles if they were former teachers. They must be open about this in the application process however. Schools must request the checks for roles **other** than teachers or HLTA's otherwise HR Administration would not routinely carry these out.

Schools can consider registering with the Teacher's Services System (formerly known as Employer Access Online) by the NCTL to check existing staff. This service also identifies existing prohibitions and sanctions made by the General Teaching Council (GTC) for teachers before its abolition in March 2012.

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. If copies are retained they must not be retained for more than 6 months. 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.

Right to Work

In terms of documents to evidence right to work in the UK, it is important that original documents such as passports, driving licenses and other right to work documents are seen and checked and copies retained on the personnel file in an envelope. These can be kept separately to the personnel file but must be secure. These should be retained up to 2 years after termination of employment. This applies to all employees regardless as to whether they are being newly appointed. This should be repeated if there is an expiry date on the visa. Further details can be found on GOV.UK. Tougher sanctions on employers who employ illegal workers were introduced in 2016. The Immigration Bureau can do spot checks and will expect to see this data.

Schools having difficulty in securing any missing documents for staff in a timely manner should contact their HR Business Partner or HR Officer for advice.

Personal File

A copy of the following documents should be kept on the employee personnel file.

- Right to work documents (these must be secure and should be in a sealed envelope)*
- Copies of two references**
- Copy of employee application form**
- Copy of qualifications
- Copy of contract of employment

*Right to Work documents can be held separately in a secure location

**Where the Local Authority is the employer of the Headteacher, a note can be held on file to indicate that 'these documents are held by the Local Authority as the employer.'

Where for historical appointments schools find application forms and references are missing, they can refer to Appendix D to help assess any risks and record other checks that have been carried out to minimise such risk.

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 it must be kept in a single location. 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 **Governor / Trustees**, **Volunteer**, **Leaver**, **Contracting Companies**, **Agency** and **Supply** worksheets. See guidance in sections 10, 11, 12, 13 and 14.

9. Employee work sheet

9.1 Identity – please also refer to Appendix B

A	B	C	D	E
Mandatory	Mandatory	Mandatory	Mandatory	Optional
Name	Home Address Seen	DOB	Photo ID	National Insurance number checked
Record the full name of the individual	Record evidence of current home address that you will also be recording for your DBS check. Evidence of subsequent address changes may be recorded here should not supersede original record. Where schools choose to record the actual address this should be hidden for data protection purposes	ID Evidence can be birth certificate, passport or driving licence Right to work requires long birth certificate showing parents' names. Without a passport, the short version is not accepted	ID Evidence can be a passport or driving licence.	It is recommended that schools check the National Insurance number on a P45, P60 or NI Card and record the date and number
<p>Under each heading record what has been seen; when it was seen, and by whom it was seen.</p> <p>This template suggests format as dd/mm/yyyy but any preferred format can be used</p> <p>A copy of original documents should be taken and signed and dated to verify that originals have been seen.</p> <p>Please see section 7 for details about what documentation should be retained.</p>				

9.2 Job

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

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

H	I
Mandatory	Mandatory
Teaching and Essential Qualifications Required	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>Any other qualifications essential for the job need to be checked</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 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>
<p>Under each heading record what has been seen; when it was seen, and by whom it was seen. Please refer to paragraph 7 about details of retention</p>	

9.4 Vetting checks

J	K	L	M	N
Optional	Mandatory	Mandatory	Mandatory	Optional
Disqualification by Association Suitability Check (if required)	Date List 99/ Children's Barred List Checked	Date Enhanced CRB/DBS completed	Date CRB/DBS disclosure seen	Disclosure Number
<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 recommended 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>A Children's barred list check (formerly List 99 check) must be undertaken on all staff in regulated activity and will be included as part of an enhanced DBS where this is requested. A separate barred list can also be carried out so the date recorded may be different than column M if for example a member of staff has been allowed to start work before their DBS disclosure has been returned, or . In these circumstances references are also required by the Risk Assessment - see columns T & U).</p>	<p>Record date 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 B</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 good practice to do so.)</p>
<p>Under each heading record also record by whom it was seen. Where a date is recorded, this template suggests format as dd/mm/yyyy but any preferred format can be used Please refer to paragraph 7 about details of retention</p>				

9.4 Vetting Checks (continued)

O	P	Q	R	S
Mandatory	Mandatory*	Mandatory	Mandatory	Mandatory
Date of Prohibition Order Check	Section 128 Directive (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 person carrying out 'teaching work' regardless of whether they are newly appointed. Schools may choose to check an applicant for a TA role who has previously worked as a Teacher. Schools must request this check for TAs as they will not be routinely carried out by HR Administration. However HLTAs will now also be checked in addition to applicants for Teaching posts as HLTAs can be required to carry out unsupervised activities i.e. not under the direction or supervision of a qualified teacher or to the person nominated by the headteacher i.e. planning, preparation of lessons and courses for pupils, delivering lessons to pupils, assessing the development, progress and attainment of pupils and reporting on the development and progress. Schools should amend recruitment processes to ask applicants of non-teaching posts if they have been a former teacher and then carry out the check. Schools must be open about this in the application process.</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>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>As with the Teacher Prohibition order, HR Administration will check HLTAs in addition to applicants for Teaching posts on the NCTL site</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>
<p>Under each heading record what has been seen; when it was seen, and by whom it was seen. This template suggests dd/mm/yyyy but any format can be used</p>				

Please refer to paragraph 7 about details of retention

9.4 Vetting checks (continued)

T	U	V
Optional	Optional	Optional
Date Satisfactory Reference One Completed	Date Satisfactory Reference Two Completed	Date Medical Clearance Received
<p>Record date of first reference received. 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>References must be retained on the personnel file</p> <p>Where for historical appointments schools find application forms and references are missing, they can refer to Appendix D to assess the risks and record other checks that have been carried out to minimise any risk.</p>	<p>Record date of second reference received. 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>References must be retained on the personnel file</p> <p>Where for historical appointments schools find application forms and references are missing, they can refer to Appendix D to assess the risks and record other checks that have been carried out to minimise any risk</p>	<p>It is recommended that the date the medical clearance is received is recorded here.</p>
<p>Under each heading record what has been seen; when it was seen, and by whom it was seen. This template suggests dd/mm/yyyy but any format can be used. Please refer to paragraph 7 about details of retention</p>		

9.5 Right to Work in the UK

W	X	Y
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 all employed staff (regardless as to whether they are being newly appointed) who are British Citizens and workers from overseas. The school should ask to see either a passport (this can be out of date for UK citizens) OR the individual's full birth certificate and 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>School should seek advice from their HR Business Partner or HR Officer if staff have not supplied data in a timely manner as requested by the school.</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>
<p>Under each heading record what has been seen; when it was seen, and by whom it was seen. This template suggests dd/mm/yyyy but any format can be used. Please refer to paragraph 7 about details of retention</p>		

9.6. Management

Z
Optional
Initials and date SCR entries checked by Headteacher
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.

10. Governors & Trustees Worksheet

Schools should record details of governors and academy trustees on this tab.

Academy trustees and school governors must have an enhanced DBS check. Only those governors or trustees in regulated activity require an enhanced DBS check with a barred list check. (See KCSiE DBS Guidance for Schools for further information). A Section 128 Direction prohibits or restricts a person from taking part in the management of an academy. Anyone taking part in the management of such schools, including an academy trustees, local governors who have delegated management responsibilities, and staff in a management position must undergo a section 128 check. These can be carried out by HR Administration or by the school through the Teachers Service System.

Academy governors must be subject to checks to confirm their identity and right to work in the UK as well as any other checks that the school deem appropriate where the governor has lived or worked outside the UK.

In summary

- Identity -This is the same as columns A-E as shown in the employee tab at 9.1.
- Job- same as columns F & G as shown in the employee tab at 9.2
- Qualifications & Registration- not necessary unless school have reason to carry out See 9.3
- Vetting checks- as a minimum column's L, M N. Column P must also be included for academy governors. Other columns shown at 9.4 should be included if deemed relevant by school
- Right to Work: W-Y (for academy governors) in 9.5
- Management – in accordance with column Z as shown in 9.6.

11. Volunteers work sheet

Schools should record details of checks carried out for volunteers on this tab. It is the school's decision to decide whether such checks are necessary

Only volunteers who take part in regulated activity will need an enhanced DBS check with barred list information. School may not request a barred list check for supervised volunteers who are not in regulated activity, but they may request an enhanced DBS check without barred list check (see KCSiE DBS Guidance for Schools for further information)

The Disqualification by Association suitability check will only be necessary for those working in or managing early years provision, or before/ after school provision for pupils under eight, This will include volunteers who regularly work in or manage these settings, whether supervised or not.

In summary:

- Identity -This is the same as columns A-E as shown in the employee tab at 9.1.
- Job- same as columns F & G as shown in the employee tab shown at 9.2
- Qualifications & Registration- not necessary unless school have reason to carry out See 9.3
- Vetting checks- as a minimum column's J L, M N. Other columns shown at 9.4 should be included if deemed relevant by school.
- Right to Work: N/A
- Management – in accordance with column Z as shown in 9.6.

12. Contracting Companies work sheet

Schools should record the name and address of all companies and individuals whose work provides an opportunity for regular contact with children. This will require an enhanced DBS check to be carried out. Only those in regulated activity require an enhanced DBS with barred list check. It is for the school to determine if this is necessary. (see KCSiE DBS Guidance for Schools for further information).

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. Please refer to the template in Appendix E which schools can send to any agency as a means to confirm that DBS checks have been completed for their staff who have unsupervised access to children

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 KCSiE DBS Guidance for Schools.)

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.

13. Agency work sheet

Schools should record details of agency workers whose work provides an opportunity for regular contact with children. This will require an enhanced DBS check to be carried out. Only those in regulated activity require an enhanced DBS with barred list check. It is for the school to determine if this is necessary. (see KCSiE DBS Guidance for Schools for further information).

Where the position requires an enhanced DBS check or with/ without barred list check this must be obtained by the agency or third party, prior to appointing that individual. 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. The agency must also inform the school when there is any information revealed on the DBS disclosure. Please refer to the template in Appendix E which schools can send to any agency as a means to confirm that DBS checks have been completed for their staff who have unsupervised access to children

The school must also check that the person presenting themselves for work is the same person for whom the checks have been made in the relevant columns on this work sheet.

A section 128 direction prohibits or restricts a person from taking part in the management of an academy. Anyone taking part in the management of an academy must undergo a section 128 check. These can be carried out by HR Administration or by the school through the Teachers service system.

The single central record must record whether any further checks on those who have lived or worked outside the UK have taken place. Schools should make any checks they think are appropriate, but these should include a check for information about any teacher sanction or restriction imposed by the European Economic Area (EEA) Regulating Authority via the Teachers Services system.

The Disqualification by Association suitability check will only be necessary for those working in or managing early years provision, or before/ after school provision for pupils under eight. This will include agency workers who regularly work in or manage these settings, whether supervised or not.

14. 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. Please refer to the template in Appendix E which schools can send to the LA if they wish to confirm that DBS checks have been completed for staff who have unsupervised access to children. 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, and they are still currently employed by the organisation.

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. Please refer to the template in Appendix E which schools can send to any employing agency of staff if they wish to confirm that DBS checks have been completed for staff who have unsupervised access to children. 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.

15. 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.

16. 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 2017').

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.

D Risk Assessment (for missing references and application forms for historical appointments)

E: Letter template for Schools to issue to organisations to confirm DBS checks have been done

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:
Any one of these 7 choices (B to H)	B) A full birth certificate issued in the UK, which includes the names of your parents.
	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.

Risk Assessment

(For missing references and application forms for historical appointments)

Name:.....

Previous Name (if any)

Date of Birth.....

Employed Since

Part timeFull time.....

Number of references:0.....1.....

Date of last enhanced DBS check.....

Date of last barred list check

Date of Disqualification by Association self-disclosure (if relevant).....

Have there been any complaints or concerns raised about this person’s work with children ?

.....

Risk Assessment

	Least risk	Moderate Risk	Highest Risk
No. of References	Two	One reference	No reference
Application Form	Yes	Yes/No	No

Risk Assessment: Low Moderate High

Actions to take for Low Risk

No action to take. Schools should check that acceptable dates of DBS and Barred list checks are in accordance with KCSiE DBS Guidance for Schools; paragraph 5.9 ‘How long does a DBS check last’ and paragraph 6.3 ‘Existing Staff’. (This confirms that if staff were appointed prior to March 2002 and hold a former Police check/ list 99 and have had no change to their role or employee status and there is no expectation for the member of staff to supervise volunteers and there is no expectation for the member of staff to attend overnight residential trips then a new enhanced DBS is not required)

Schools should check that a relevant Disqualification by Association self-disclosure is requested annually, though in any case should not be dated more than 3 years ago.

Actions to take for Moderate or Highest Risk

Consider whether it is possible to seek additional references from previous referees or other current employers (for part-time employees). Also consider whether Shropshire Council's HR team as the current/ former employer or the School/Academy's HR provider holds copies of these documents that can be sent to the school

Request a reference from a previous referee Date

Request a reference from another current employer (part time staff)Date.....

Request copies of references requests and/ application forms from Shropshire Council/ or School's

HR provider.....Date.....

In accordance with KCSiE DBS Guidance for Schools; paragraph 5.9 'How long does a DBS check last' and paragraph 6.3 'Existing Staff' if no CRB or DBS certificate (or barred list check) is held (i.e. only List99 /police check) then carry out an Enhanced DBS check (with barred list check as necessary for post).

Request new Enhanced DBS check.....Date.....

Request new Barred List check..... Date

Consider if the member of staff is subject to a Disqualification by Association self-disclosure. A new self-disclosure should be requested where the current one is dated more than 12 months ago.

Request a Disqualification by Association self-disclosure.....Date.....

Review any previous concernsDate.....

Ensure copies of ID checks are on file..... Date.....

Other

Signed (Headteacher) Signed (Chair of Governors)

Date Date

Letter template for Schools to issue to organisations to confirm DBS checks have been done

Dear Headteacher,

On behalf of @ ***name of organisation***, I confirm that appropriate enhanced DBS certificate(s) (without barred list check) have been obtained by ***name of organisation*** for the following members of staff employed by ***name of organisation***. I understand that this check is suitable for the staff listed below who may be visiting the school but will not be engaging in regulated activity but have the opportunity to come into contact with children on a regular basis.

- *Names of employees and job title*

and/or

On behalf of @ ***name of organisation***, I confirm that appropriate enhanced DBS certificate(s) (with barred list check) have been obtained by ***name of organisation*** for the following members of staff employed by ***name of organisation***. I understand that this check allows these staff to work with children unsupervised.

- *Names of employees and job title*

Members of staff identified above will be wearing identity badges for inspection by the school on their arrival.

Yours sincerely,

Manager