



South Tyneside Council

Single Central Record of Recruitment and Vetting Checks

Guidance

1 Introduction

The School Staffing (England) Regulations 2009 require schools to keep a Single Central Record of the following people:

- All staff (including supply staff) who work at the school
- All others who work in regular contact with children in the school, including volunteers, Governors; and
- For independent schools all members of the proprietor body. In the case of academies and free schools, this means the members and trustees of the academy trust.

The information to be recorded is whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained:

- Photographic proof of identity
- Qualifications legally required for the job
- Proof of qualified teacher's status, where applicable
- An Enhanced Disclosure and Barring Service (DBS) check
- A Barred List check
- A prohibition from teaching check
- Right to work in the UK
- Further checks on people who have lived or worked outside the UK, where appropriate, including EEA check prior to 1st January 2021
- A Section 128 check, where applicable

2 'Keeping Children Safe in Education'

The DfE document Keeping Children Safe in Education sets out the responsibilities placed on schools when carrying out their duties to safeguard and promote the welfare of children.

The Single Central Record will be checked early in an inspection, with the expectation that it will be fully completed and meet statutory requirements.

This guidance has been produced to help schools ensure that their Single Central Record is completed accurately, updated as required and checked prior to an inspection. This is to ensure that all the necessary information about the school's recruitment and vetting checks are contained in one central place.

3 Single Central Record – Categories of staff

3.1 Existing staff

All appropriate checks should be undertaken and recorded for all staff in school, at the point they are recruited into a post. For DBS checks; a recheck is to be undertaken every three years.

3.2 Agency and third-party staff

Schools must obtain written confirmation from any agency or third-party organisation they use, that the organisation has carried out the relevant checks on an individual who will be working at the school, that the school would otherwise perform. This must include whether an enhanced DBS certificate check has been undertaken in respect of the member of staff. A barred list check must also be obtained by the agency or third party prior to the appointment of an individual. The school must also check that the person presenting themselves for work is the same person on whom the checks have been made. ID confirmation is therefore required.

The school does not need to see the checks except where there is information contained on the DBS certificate. The Agency must supply the school with a copy of the DBS certificate only if the disclosure reveals a trace, therefore allowing the school to make its own assessment of risk before making use of the teacher/support staff.

Schools must record the date they received confirmation of the relevant checks from the supply agency or third-party organisation on the Single Central Record.

3.3 Volunteers

Under no circumstances should a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

Parents and other volunteers often help regularly in the classroom and undertake activities associated with the school. Volunteers who regularly have unsupervised access to children will need to have an enhanced DBS check undertaken by the school, which includes a barred list check.

For supervised volunteers not in regulated activity, schools should undertake an enhanced DBS check, that does not include a barred list check. Proof of identity, DBS and further overseas checks should be maintained on the Single Central Record for volunteers in the school

3.4 Governors

To take up the role as a Governor, individuals are required to have an enhanced DBS certificate, without a barred list check. Governance is not a regulated activity, so governors do not need a barred list check unless, in addition to their governance duties, they undertake a role that engages in regulated activity. Governing Boards should request an enhanced DBS check without a barred list check as part of the appointment process for Governors.

Schools should also carry out a Section 128 check for new school governors. This should be done through Governors Administration, as a person subject to a S128 direction is disqualified from being a governor.

3.5 Other Public Sector Staff

Individuals such as educational psychologists, nurses, dentists, centrally employed staff and other public sector staff should have been checked by their employing organisation, whether Local Authority, Primary Care Trust or Strategic Health Authority.

For the purposes of keeping a record of checks for other public sector staff, the school will need written confirmation from the employing organisation that the checks the school is required to carry out for its own employees, as listed below, have been undertaken by the employing organisation. It is the responsibility of the Headteacher to confirm through the providers that all necessary checks have been carried out on people who are supplied to work in their schools. The school does not need to see the checks.

Schools must record the date they received confirmation of the relevant checks from the employing organisation on the Single Central Record.

The school should still undertake appropriate identity checks to confirm that the individual arriving at the school is the individual referred by the employing organisation. Such evidence must be added to the Single Central Record. Schools should not be requesting sight of DBS certificates.

For Council employees, an emailed letter confirming the appropriate checks have been undertaken is sent from the Corporate Director of Children, Adults and Health. This, along with the employee's Council Identity Badge, should be used to update the Single Central Record.

3.6 Other Providers

It is recommended that the school should use Ofsted registered providers. It is the responsibility of the provider to make sure new members of staff are suitable to have regular contact with children. The provider must apply to the DBS for appropriate checks. Written agreements should be in place between the school and the provider to demonstrate that they have effective procedures in place e.g. training and vetting arrangements for staff.

For the purposes of keeping a record of checks for other providers, the school will need written confirmation from the provider that the checks that the school is required to carry out for its own employees, as listed below, have been undertaken by the provider. It is the responsibility of the Headteacher to confirm through the providers that all necessary checks have been carried out on people who are supplied to work in their schools. The school does not need to see the checks.

Schools must record the date they received confirmation of the relevant checks from the providers on the Single Central Record.

The school should still undertake appropriate identity checks to confirm that the individual arriving at the school is the individual referred by the provider. Such evidence must be added to the Single Central Record.

3.7 Contractors

For the purpose of the Single Central Record, contractors fall under Other Providers and should therefore provide written confirmation that all appropriate checks have been undertaken.

Schools should ensure that any contractor, or any employee of the contractor, who is to work at the school, has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity require an enhanced DBS certificate, including a barred list check. For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check, without a barred list check, will be required. In considering whether the contact is regular, it is irrelevant whether the contractor works on a single site or across a number of sites.

As a general rule, 'regular' contact means any time on more than three days in a 30 day period and between 2a.m - 6 am, if it gives the person the opportunity for face to face contact with children. Head Teachers must consider the duration, frequency and nature of the contact with children, young people and/or adults.

3.8 Visitors

Schools do not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors (for example children's relatives or

other visitors attending a sports day). Headteachers and Principals should use their professional judgment about the need to escort or supervise visitors.

4 The Checks

The Single Central Record must indicate whether the following checks have been completed. It must also show the date on which each check was completed, with the relevant certificate obtained, and should show who carried out the check.

- **Identity Checks**

Each person's name, address, date of birth, the photographic evidence e.g. birth certification, passport, driving licence combined with proof of address, the date of the check and a record of who carried out the check should be recorded. Although it is good practice, it is not a requirement to show addresses on the SCR.

- **Qualification and Registration**

If qualifications are a legal requirement for the post, e.g. posts where a person must have qualified teacher status or national professional qualification for leadership, the Single Central Record must record the qualification required, the date of the check and a record of who carried out the check. In relation to any appropriate registration, the Single Central Record must record the date on which the proof of registration was checked and should show who carried out the check.

- **Disclosure and Barring Service (DBS) check**

As the majority of staff in school will be engaging in regulated activity, an enhanced DBS certificate which includes barred list information will be required for most appointments. To summarise; a person will be engaging in regulated activity if, as a result of their work, they:

- will be responsible, on a regular basis (in a school) for teaching, training, instructing, caring for or supervising children; or
- will carry out paid, or unsupervised unpaid work regularly, in a school where that work provides an opportunity for contact with children; or
- engage in intimate or personal care, or overnight activity, even if this happens only once.

For all other staff who have an opportunity for regular contact with children who are not engaging in regulated activity, an enhanced DBS certificate, which does not include a barred list check, will be required. This would include contractors who would have the opportunity for contact with children

It is a requirement that the DBS certificate is seen, with the date sighted, who saw it (e.g. Head Teacher), the level of check and unique DBS reference number being recorded on the Single Central Record.

'Keeping Children Safe in Education' requires that a separate barred list check must be obtained for an individual undertaking work in regulated activity before the DBS certificate is available. This check is obtained via the Teacher

Regulation Agency (TRA), which the HR Operations Team will undertake. The check is only undertaken if a barred list check has not been obtained by means of a DBS check by the time the individual starts work.

- **Checks on the Right to Work in the UK**

Employers must check and confirm that those they employ, have the right to work in the UK. The documents that can be used to confirm the right to work in the UK can be found in List A and B of the Council's Recruitment and Selection Policy. It is an offence under the Asylum and Immigration Act to employ someone who is not eligible to work in the UK. The evidence and date of these checks and a record of who carried out the check should be recorded on the Single Central Record.

- **Further overseas checks where appropriate**

Where individuals have lived or worked abroad, DBS certificates will not show any offences that may have been committed. Additional checks will need to be requested by either the school or the individual, with guidance from the HR Operations Team, such as obtaining good conduct certificates from relevant embassies or police forces, as required. The evidence and date of these and a record of who carried out the check should be recorded on the Single Central Record.

- **Prohibition from Teaching Check**

All new employees to the school, employed to carry out 'teaching work' must undergo a prohibition order check, which will be carried out by the HR Operations Team. This must be done as part of the pre-employment checking process and a record must be kept on the school's Single Central Record.

A prohibition order check ensures the employee is not prohibited from carrying out 'teaching work'. This requirement has been statutory since 2 September 2013. Existing staff will have been checked in line with previous guidance for checking QTS status.

- **European Economic Area teacher sanctions**

Between 18th January 2016 and 31st December 2020, schools had a statutory responsibility to check that applicants for teaching posts had not been sanctioned in any other EEA nation. Access to this list (on the Teachers Services website) is no longer possible now that the UK has left the EU.

The EEA column, on the schools Single Central Record, should evidence that the check was completed where required between January 2016 and 31st December 2020. From 1st January 2021, the entry in this column should be **n/a** for all new appointments.

Although keeping a record of two satisfactory employment references and medical clearances on the central record **is not a statutory requirement** it is recommended as best practice to record these on the Single Central Record

- **Details of two satisfactory employment references**

Information should be retained in relation to 2 x employment references, one of which must be the candidate's current or most recent employer. Employers should evidence that two references have been received and the date it was received. Please note, where the candidate has not worked with children and young people/vulnerable adults and the candidate has not worked with these groups for some time, but did in a previous role, then this organisation should also be contacted for a reference.

- **Medical Clearance**

Pre employment medical checks form part of our recruitment process, therefore employers should evidence that the report from Occupational Health has been received and the date it was received.

South Tyneside Council has produced a pro-forma Single Central Record document in the form of an Excel spreadsheet, which schools may choose to adopt if they wish. Schools should contact their HR Adviser if they require support with their Single Central Record. Schools must ensure that their Single Central Record is updated as required.

Last updated/reviewed:	September 2021
Date Issued:	October 2021
Date of next review:	October 2024