Introduction

1 This Guidance Note should be read in conjunction with the attached excel Template and in the context of *Keeping children safe in education - April 2014*.

2 It is intended for:
   - Head teachers
   - Governing bodies
   - staff in schools delegated with responsibility for maintaining a school’s ‘Single Central Record’

3 The aim is to advise on the requirements and best practice around maintaining a Single Central Record (SCR) of those employed or engaged in the school, for the purposes of safeguarding children.

4 This guidance focuses on both what **should** and **must** be recorded on the SCR but is not intended to be comprehensive advice on Safer Recruitment practices or other related safeguarding regulations. (*Please contact Barnet’s BPSI team for relevant Training Courses and/or support available*)

Background

5 It has been a requirement since 2007 that all schools must maintain a Single Central Record of recruitment and vetting checks. This was set out in some detail in the original publication “Safeguarding Children and Safer Recruitment in Education (2007)” and more recently updated in the DfE’s April 2014 statutory guidance for schools and colleges titled *Keeping Children Safe in Education*

6 It is essential that schools have read and applied this statutory guidance.

Responsibilities, Advice and Auditing

7 Each school will determine who is responsible for maintaining the Single Central Record but it is suggested that the Headteacher takes the overall responsibility, delegating the actual process of updating the record to a member of the school’s support team.

8 Headteachers and Chairs 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 who has regular access to children within the school.

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.

It therefore follows that if held manually all papers should be in one file.

Most schools will hold the Single Central Record in electronic form as an Excel document. If this method is used then the records should all be on one Excel workbook although they may be held across different worksheets within that workbook (for example separate sheets may be set up for different categories of workers such as Employees, Volunteers, Agency/Supply, etc).

Who should appear on the Single Central Record?

Paragraph 66 of “Keeping Children Safe in Education” states:

“The single central record must cover the following people:

• all staff (including supply staff) who work at the school: in colleges, this means those providing education to children;

• all others who work in regular contact with children in the school or college, including volunteers; 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 to include on the SCR.

You would normally include:

• All staff who are employed directly by your school
• All supply-agency staff who are 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 SCR but you 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, Artists etc.
• Regular contract staff such as contract cleaners or caterers
16 You do not normally need to include on your SCR visitors to the school, work experience students or occasional volunteers or one off contractors who may be on short term cover duty.

17 The SCR should reflect your current workforce. When someone leaves the school you should remove the record from the SCR by either deleting or archiving the record.

What information should be recorded on the SCR?

17 The statutory guidance states:

“Generally, the information to be recorded ........ is whether or not the following checks have been carried out or certificates obtained, and the date on which the checks were completed:

- an identity check;
- a barred list check;
- an enhanced DBS check;
- a prohibition from teaching check;
- further checks on people living or working outside the UK;
- a check of professional qualifications; and
- a check to establish the person’s right to work in the UK

18 Under each of these headings the guidance suggests you should record:

- what has been seen
- when it was seen, and
- by whom it was seen.

19 These represent the minimum requirements.

20 However, the SCR should be more than simply a 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.

21 For this reason the template/model spreadsheet that has been developed as part of this guidance paper has been designed to comply with the statutory regulations and also best practice in order that it can be used as a practical tool to support schools in delivering the principles of Safer Recruitment.

22 You should never leave an empty field. If not applicable insert n/a in the cell.

23 Description and guidance on the information to be recorded in the SCR is set out in following section which should be read with reference to the Excel template.

24 The Excel template also contain two example entries for illustrative purpose only. If you wish to use the template simply delete the example entries.
Schools’ Single Central Record – suggested format

(please refer to the model Excel template)

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name</td>
<td>Surname</td>
</tr>
</tbody>
</table>

This field is required for the SCR

You must record the full name of the individual. The template splits the name across two columns into first names and surname for ease of search but there is no requirement to do so.

<table>
<thead>
<tr>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Address</td>
</tr>
</tbody>
</table>

This should be the current home address that you will be also recording for your DBS check

<table>
<thead>
<tr>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth</td>
</tr>
</tbody>
</table>

This template records it as dd/mm/yyyy but you can use any preferred format

<table>
<thead>
<tr>
<th>E</th>
<th>F</th>
<th>G</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID Checks</td>
<td>Date checked</td>
<td>Checked by</td>
</tr>
<tr>
<td>Evidence seen</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The documents you should check should confirm name, date of birth, address and should be in a photographic form of identity such as a passport. If the individual cannot provide any form of photographic evidence you should try to seek more than one additional form of ID along the lines required by the DBS check. Make sure that you see originals. Photocopies should never be accepted.

Record on the SCR the evidence you have seen, eg Passport, driving licence etc, plus the date it was checked and the name of the person who checked it.

It is good practice to take a copy of the documents, sign and date that the original has been seen and hold the copy in the personal file.
This field is required for the SCR

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>Job Title</td>
</tr>
</tbody>
</table>

Record the employment start date and the Job Title. It is always helpful to standardise the input of the Job Title so that it facilitates searches. This is particularly relevant if you choose to record all individuals working in your school on a single worksheet as you may wish to search for all Volunteers or all Teachers.

This field is required for the SCR

<table>
<thead>
<tr>
<th>J</th>
<th>K</th>
<th>L</th>
<th>M</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifications required?</td>
<td>Qualifications Evidenced</td>
<td>Date seen</td>
<td>Checked by</td>
</tr>
</tbody>
</table>

You must record the professional qualifications that are a requirement of the job. So this would be Qualified Teacher Status for a Teacher, National Professional Qualification in Headship for a Headteacher or perhaps an NVQ2 for a Teaching Assistant. If the person needs to be registered with a professional body to do the job, such as a health care professional or Social Worker, you also need to record that you have carried out the relevant checks.

Record whether or not a qualification is required for the job, the qualification/s that you have evidenced, the date seen and who has checked it. Remember, if you want to check all qualifications you may choose to do so but you are only required to check the qualifications that are relevant for the job.

It is good practice to take a copy of the documents, sign and date that the original has been seen and hold the copy in the personal file.

If the person has an overseas qualification and you are unsure of its comparability to a UK qualification you can check this with your HR provider or direct with various websites such as NARIC [https://www.naric.org.uk/naric/](https://www.naric.org.uk/naric/)
PROHIBITION FROM TEACHING

This field is required for the SCR

<table>
<thead>
<tr>
<th>N</th>
<th>O</th>
<th>P</th>
</tr>
</thead>
<tbody>
<tr>
<td>For Teachers only</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Check Required?  | Date Checked  | Checked by |

Since the 1st September 2013, it has been a statutory requirement that a Prohibition Order check must be made for any teacher the school employs. This does not apply to other staff groups.

This is not the same as a Barred List check (obtained via the DBS). The prohibition check can be made via the Employer Access service. This is a free service, hosted by the National College of Teaching and Learning, for schools, local authorities and supply agencies in England to check the record of any teacher they are considering employing.

Through the Employer Access service, schools can check:

- teacher’s personal details
- initial teacher training qualifications
- qualified teacher status
- induction status
- supplementary qualifications
- details of any active sanctions
- a suspension or conditional order imposed by the General Teaching Council for England (prior to abolition) that is still current
- prohibition from teaching

All schools should be registered with ‘Employer Access’, or alternatively may choose to access the data via their HR provider.

This service will also identify any existing prohibitions and sanctions made by the General Teaching Council (GTCE) before its abolition in March 2012.

You must record on your SCR if a Prohibition Order check is required, the date of the check and the name of the person who checked it.
A Children’s Barred List check (formerly List 99) must be undertaken on all staff working in schools in Regulated Activity. If an Enhanced Criminal Record check has been made this will normally include a check against the Children’s Barred list. If a member of staff is to be allowed to start work before their DBS disclosure has been returned, you must carry out a separate Barred List check prior to starting work at the school. This can normally be carried out by the Umbrella Organisation who processes your DBS checks.

It is important to remember that under the new statutory definition of Regulated Activity as set out in Annexe D: of Keeping Children Safe in Education, it is unlawful to conduct a Barred List check for a person who is NOT engaged in Regulated Activity. This has particular consequences for some Volunteers and Governors.

The new regulations broadly state that a volunteer is not in regulated activity where they are working in a school under regular, day to day supervision by someone who is in regulated actively (like a Teacher or Teaching Asst).

Where this is the position:

- the school does not need to carry out an enhanced DBS check on the volunteer (although has the discretion to choose to do so), and
- must not carry out a Barred List check

Schools are advised to read the Statutory Guidance carefully.

It is important to note here that if a school chooses to carry out an enhanced DBS check on a volunteer who does not qualify for a Barred List check you must ensure that when you complete the DBS application form you do not tick the box that requests the Barred List check.

School governors who are volunteers should be treated on the same basis as other volunteers. That is, an enhanced DBS check with barred list check should only be requested if the governor is to be engaged in regulated activity. However, governing bodies can request an enhanced DBS check without a barred list check for all governors as part of the appointment process for governors

In columns Q and R you should include the date the Barred List check was carried out and the name of the person who requested/carry out the check.
This field is required for the SCR

<table>
<thead>
<tr>
<th>S</th>
<th>T</th>
<th>U</th>
<th>V</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Date check completed</td>
<td>DBS Number</td>
<td>Checked by</td>
</tr>
</tbody>
</table>

DBS Check

Schools will know that an enhanced DBS with barred list check is required for all staff appointed to work in a school since May 2006.

Staff who worked in the school before March 2002 do not need an enhanced DBS with barred list check unless they have had a break in service of 3 months or more, although most schools will have chosen to have checked this group of staff regardless.

Similarly, schools should note that the regulations do not require a new DBS check to be carried out on someone joining the school for whom there has been less than a 3 month break of service from a similar job in England. However, there is discretion to carry out a new DBS and Barred List check for new appointments irrespective of the 2 month break rule, and many schools choose to do so.

There is a useful flowchart on page 21 of “Keeping children safe in education” on the DBS and barred list checks for the different categories of individuals.

New appointments are summarised in the table below

<table>
<thead>
<tr>
<th>Person</th>
<th>Circumstances</th>
<th>Checks</th>
</tr>
</thead>
<tbody>
<tr>
<td>New staff</td>
<td>&gt;3 month break of service</td>
<td>DBS + Barred List</td>
</tr>
<tr>
<td></td>
<td>Similar position &lt;3 month break</td>
<td>Optional above</td>
</tr>
<tr>
<td>New volunteer or</td>
<td>Contact with children + not</td>
<td>DBS + Barred List</td>
</tr>
<tr>
<td>Governor</td>
<td>supervised</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Contact with children +</td>
<td>DBS optional no barred list</td>
</tr>
<tr>
<td>Agency and Contractor</td>
<td>supervised</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Same principles as above but</td>
<td></td>
</tr>
<tr>
<td></td>
<td>should see written notification</td>
<td></td>
</tr>
<tr>
<td></td>
<td>of checks</td>
<td></td>
</tr>
</tbody>
</table>

In column S you should record the date of the Enhanced Disclosure. There is no longer any requirement to record the DBS Disclosure number that appears on the top of the form but it is felt it is still good practice to do so. Record the name of the person in the school who was responsibly for processing the DBS form and confirming its clearance.

With regard to the DBS disclosure form itself, if you do wish to take a copy you must not retain it for more than 6 months except in exceptional circumstances, such as a dispute or challenge.

If you carry out DBS rechecks update your SCR with the current details
The Disclosure and Barring Service introduced a portability scheme in July 2013. This allowed individuals to subscribe to the scheme by paying an annual fee (free for volunteers) that enables their next DBS disclosure to be considered portable.

This means that a school proposing to engage an employee or volunteer who holds a portable DBS can accept their current DBS and check on-line to see if their has been any changes. If there has been an update to the information contained on the disclosure the school would be recommended to request a new one. If there are no amendments the school can accept the current DBS certificate for the purposes of the pre-employment check.

If someone presents with a portable DBS disclosure you must still complete columns S-V that are a requirement on the SCR. Optionally, if you have chosen to include columns W-Y, you should complete these columns on the on-line portability check that you carried out.

### OVERSEAS CHECKS

This field is required for the SCR

<table>
<thead>
<tr>
<th>Z</th>
<th>AA</th>
<th>AB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checks carried out</td>
<td>Date Checked</td>
<td>Checked by</td>
</tr>
</tbody>
</table>

For individuals who have lived or worked outside the UK, schools must carry out the same checks as for everyone else but in addition must make any further checks considered appropriate. This would usually involve checks on overseas criminal records but could also include overseas qualification checks, employment checks etc.

These overseas checks must be recorded on the SCR. Indicate the nature of the check carried out, the date, and the person carrying out the check in columns Z – AB.

### RIGHT TO WORK IN THE UK

This field is required for the SCR

<table>
<thead>
<tr>
<th>AC</th>
<th>AD</th>
<th>AE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evidence seen</td>
<td>Date Checked</td>
<td>Checked by</td>
</tr>
</tbody>
</table>

Employers must confirm the right of those they employ to work in the UK. The evidence and date of these and a record of who carried out the check should
be recorded. There is useful guidance on the GOV.UK website if there is any uncertainty.

9 REFERENCES

This field is OPTIONAL for the SCR

<table>
<thead>
<tr>
<th>AF</th>
<th>AG</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of cleared Reference1</td>
<td>Date of cleared Reference2</td>
</tr>
</tbody>
</table>

You must take up references on all new appointments but there is no requirement to record references on the SCR. If you do wish to record references on your SCR so that all your pre-employment checks are held on a single record, you should record the date on which you received back the returned references. You should also retain the copy in the personal file.

10 DISQUALIFICATION BY ASSOCIATION

This field is OPTIONAL for the SCR

<table>
<thead>
<tr>
<th>AH</th>
<th>AI</th>
<th>AJ</th>
<th>AK</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>For individuals working with or managing a service for children &lt;8</td>
<td>Is a self declaration required?</td>
<td>Date of Declaration/reminder</td>
</tr>
</tbody>
</table>

This section relates to separate additional requirements placed on schools, and early years’ providers. It relates to anyone who either provides or manages childcare or early years’ provision for children under the age of 8. This could apply to primary schools, children’s centres, nurseries etc. It would not normally apply to secondary schools.

The regulations are set out in the DfE publication *Keeping children safe in education childcare disqualification requirements –supplementary advice (September 2014)*

In brief, the regulations require the school to check with any existing or new member of staff who provides or manages under-8 provision, that neither they nor someone who lives or works in their household, has been disqualified to work with children under one of the disqualifying criteria.

The disqualifying criteria are set out in full in the regulations but are summarised below:

- found to have committed a relevant offence against a child
- made subject to an order or determination removing a child from your care or preventing a child from living with you
• found to have committed certain offences against an adult; for example, murder, kidnapping, rape, indecent assault, or assault causing actual bodily harm
• charged with certain offences against an adult, or an offence that is related to another offence, and had a relevant order imposed
• included on the list of those who are barred from working with children, held by the Disclosure and Barring Service
• made the subject of a disqualifying order
• previously refused registration as a childcarer or have had registration cancelled, unless the cancellation was only for non-payment of fees for continued registration after 1 September 2008
• refused registration as a provider or manager of children’s homes or have had registration cancelled.

You do not have to record this information on your SCR but given that you must record it somewhere it would seem logical to include it on your SCR.

In Columns AH you should record whether or not you need a Self Declaration on the basis of the job the person holds. If you do require one you should insert the date and who checked it in columns AI-AJ.

In the rare event that someone is found to be disqualified by association and they successfully apply for a Waiver through Ofsted, you can record the date of the waiver in Column AK.

The Ofsted guidance on waivers is published in their paper Applying to waive disqualification: early years and childcare providers. (September 2014)

The current advice from the DfE over compliance (February 2015) does not require employees to sign a declaration. This is only one of the options proposed. Schools need to determine how they should comply by seeking advice from the Local Authority.

11 INDUCTION

This field is OPTIONAL for the SCR

<table>
<thead>
<tr>
<th>AL</th>
<th>AM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Induction</td>
<td>Induction carried out by</td>
</tr>
</tbody>
</table>

All schools must have an effective child protection policy in place together with a staff behaviour policy (sometimes called a code of conduct).

Both these policies, together with the name of the school’s designated safeguarding lead, should be provided to all staff as part of their induction. This applies equally to volunteers, temporary, Agency and Contract staff.

There is no requirement to record this on your SCR but you may wish to do so in order to keep all your pre-employment records in a single place.
Publications

1. **Keeping children safe in education – Statutory guidance for schools and colleges (April 2014)**

2. **Keeping children safe in education childcare disqualification requirements – supplementary advice (September 2014)**

3. **Applying to waive disqualification: early years and childcare providers. (September 2014)**
   http://www.ofsted.gov.uk/sites/default/files/documents/registration-forms-and-guides/a/Applying%20to%20waive%20disqualification%20early%20years%20and%20childcare%20providers%20from%20September%202014.pdf

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Paper prepared by Tony Lampert for the London Borough of Barnet - December 2014

Updated February 2015