

To: Headteacher, Principal, Proprietor and
Chair of Board of Trustees, Chair of Governors
All Education Providers

CHILDREN'S SERVICES AND SKILLS

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Your Ref:

Please ask for: Lorraine Lord

Our Ref: LL/KES

Date: 14 June 2016

Dear Headteacher, Principal, Proprietor and Chair of Board of Trustees, Chair of
Governors

Re: Updated Single Central Record and vetting procedures

Please find attached an updated model single central record and notes for you to implement within your organisation with immediate effect. Please note in particular the requirements for governors, overseas staff or staff who have been working overseas and the barred from management check (which is for independent schools and academies only).

Also, please ensure that there are no gaps/blank boxes in the SCR, eg: overseas checks will not be applicable to someone who has not lived or worked overseas, so N/A will be sufficient to enter rather than leave blank.

Barred from Management Check

It is a requirement to check whether an individual has been barred by the Secretary of State from taking part in the management of an independent school under The Independent Educational Provision in England (prohibition on Participation in Management, section 128 bar) Regulations 2014, when appointing the following:-

- new staff to occupy a management post in an independent school, academy or free school as an employee,
- a trustee of an academy or free school trust,
- a governor or member of a proprietor body for an independent school.

This may be undertaken as follows:-

- for an employee in regulated activity who would undertake an enhanced DBS check with barred list check, the barred list check now has a further section entitled barred from taking part in management (in addition to barred from the children's workforce and barred from the adults workforce). The barred from taking part in management would need to be selected in addition to the children's workforce check.
- for an employee not in regulated activity, the NCTL prohibitions list must be used, the list is available from the Department of Education – Teachers Services.
<https://www.gov.uk/guidance/teacher-status-checks-information-for-employers>

Yours sincerely

A handwritten signature in black ink that reads "Lorraine Lord". The signature is written in a cursive style and is underlined.

Lorraine Lord

Senior Education Improvement Adviser
(Safeguarding and Vulnerable Children)
Education & Skills Division
Solihull Early Years and Education Improvement Service