

## Notes to accompany Model Single Central Record (SCR)

**Note 1** – Identity Checks – The check should confirm name, date of birth, address and should have been a photographic form of identity (e.g. passport). This check can also help prove the persons eligibility to work in the UK. Evidence should be retained in the personnel file.

**Note 2** – A Children’s Barred List check (formerly List 99) must be undertaken on all staff working in schools in regulated activity. If an enhanced DBS (formerly CRB) check has been made, the barred list check should be requested by clicking the drop down menu “children’s workforce check”, this is the check against the Children’s Barred list. If by virtue of their start date and continuity of service, a member of staff has not been DBS checked, then the school must have undertaken a Children’s Barred List check. <https://www.gov.uk/disclosure-barring-service-check/dbs-barred-lists>

**Note 3** – Since April 2014 it has been a statutory requirement to check on appointment, that a teacher is not prohibited from teaching. The SCR should contain the check details of all teaching staff employed. This check will be undertaken using the DofE, Teachers Services, online service this check will be undertaken by the Schools Shared Services Payroll team for those schools using the Councils payroll service. <https://www.gov.uk/teacher-status-checks-information-for-employers>

**Note 4** – Barred from Management Check (Independent schools, free schools and academies only). If a new appointee is to occupy a management post in an independent school, academy or free school as an employee, is to be a trustee of an academy or free school trust, or is to be a governor or member of a proprietor body for an independent school, check whether the individual has been barred by the Secretary of State from taking part in the management of an independent school. This can be done through the DBS barred list checking process which now includes a barred from taking part in management; except when the individual is not in regulated activity, in which case the NCTL prohibitions list must be used instead. Please notify your HR payroll/shared services team where you require this check to be undertaken.

**Note 5** -Solihull schools should have DBS (formerly CRB) checked all staff who commenced duty after March 2002. There is no mandatory requirement to DBS check staff who have been employed in the same post continuously since before the date DBS checking started. There is no mandatory requirement to set in place a programme of 3 yearly DBS renewals for staff in schools. Where teachers are moving between Solihull schools and the check has been undertaken by Solihull and there has been no break in service and they are moving to the same or similar teaching post there is no requirement to recheck. If however a teacher is moving from a school outside of the Borough then a new check will be required. We only accept portability in these circumstances if the applicant has signed up to the Portability service with the DBS allowing us to check their details for ourselves. This would also be the same for Governors moving from school to school and those that may have a diocese check. <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Portability enables staff to take up post quickly – however at this point the school may choose to request accept the portability, and request a new check, and are within their rights to do so. Please note that the DBS is portable if checked in Solihull for a Solihull school only, the other checks need to be undertaken (the SCR entry should not be copied from the previously employed school).

**Note 6** – Eligibility to work in the UK must be confirmed before the employee starts work. The record should indicate the document that was evidenced to confirm that right. UK and EEA nationals have that right (but must be able to prove it); others will probably need a permit this might only allow limited leave to remain in the UK.

<https://www.gov.uk/legal-right-work-uk>.

Right to Work evidence must be signed and dated and should be kept for at least two years after the person has left and then destroyed.

**Note 7** – European Economic Area Check is a new safer recruitment check introduced 18<sup>th</sup> January 2016 and requires schools to check teacher restrictions imposed in Europe. Restrictions imposed by another EEA authority do not prevent an individual from taking up teaching positions in England. However, schools should consider the circumstances leading to the restriction when considering a candidate's suitability.

<https://www.gov.uk/teacher-status-checks-information-for-employers>

**Note 8** – Where a qualification is a requirement of the post, it must be checked and confirmed as a part of the record, this includes QTS/PGCE/BEd. Please note NPQH is no longer mandatory (but could be a desired qualification) and registration as a teacher with the DfE. This can also be done at the DofE, Teachers Services website as in note 3. You should always request original copies of any certificates and compare the information provided on them with what is included on the application form. Many certificates will be printed on good quality paper which may be embossed, include an intricate crest with motto, and a watermark. If you have any doubts about a certificate (including any spelling or grammatical errors), you should discuss your concerns with the educational establishment or professional body in question.

**Note 9** – Although you must still undertake a DBS check for staff that have lived overseas, it is necessary to undertake further checks with the country where they lived. These checks may include certificates of good conduct from local police forces or embassies, follow ups to anything that is provided should be made (e.g. call the organisation that sent the document and/or make checks through embassies etc.) (When this scenario occurs you will need to check with DBS regarding the checks that need to be made as requirements regularly change and vary from country to country.)

<https://www.gov.uk/government/publications/foreign-embassies-in-the-uk>)

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>.

These checks should be undertaken for individuals who have been out of the UK for 3 months or more in the last 5 years. It is their responsibility to obtain a Certificate of Good Conduct. For UK Citizens working overseas, International Child Protection Certificates (UK) can be obtained.

**Note 10** – Childcare (Disqualification) Regulations as part of the recruitment process all new employees will be asked to complete a questionnaire. The regulations prohibit anyone who is disqualified themselves or who lives in the same household as a disqualified person, from working in relevant settings. These settings include schools and academies. Employees should be made aware that it is a criminal offence not to declare that they are disqualified (including disqualified by association – living with a disqualified person). Anyone who is disqualified will need to be immediately removed from the relevant setting (either by suspension or temporary appropriate redeployment where possible) and OFSTED must be notified within 14 days of the date the school/academy became aware of the information. The disqualified person can then apply to OFSTED for a waiver.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/414345/disqual\\_stat-guidance\\_Feb\\_15\\_3\\_.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/414345/disqual_stat-guidance_Feb_15_3_.pdf)

**Note 11** – Dates that the two employment references were obtained should be given here together with the name of the person that checked them. References should be retained on the individual personnel file.

### **General Notes for SCR**

**Note 12 - Governors** – (This information will be included in a separate section on your SCR).

The School Governance (constitution and Federation) (England) (Amendment) Regulations 2016, in force from 18<sup>th</sup> March 2016, require governors of maintained schools to have an enhanced DBS check.

For governors appointed before 1<sup>st</sup> April 2016, the governing body must apply for an enhanced DBS certificate by 1<sup>st</sup> September 2016 if the governors do not already have them.

For governors appointed on or after 1<sup>st</sup> April 2016 who do not currently have an enhanced DBS certificate the governing body must apply within 21 days of their appointment or election.

Governors do not need barred list checks unless they are working in regulated activity. Schools will need to consider the level of check required for any governors working on site during the school day working if they are working in an unsupervised capacity.

Governors in maintained schools do not need right to work checks. The right to work in the UK is not one of the criteria to be a maintained school governor.

**Note 13 - Volunteers** – If they work with children or have unsupervised access to them in your school they should be include on your record.

**Note 14 - Student Teachers** – Where student teachers join the payroll of the school, the school must complete all checks. For all other student teachers, the initial teacher training provider must carry out the appropriate check.

**Note 15 - Supply Staff** – You should ensure that you have written confirmation from the agency that they have carried out all the necessary checks for every member of staff they supply to you (and attach this to the record). They must also tell you when there is any information revealed on the DBS disclosure.

**Note 16 - School Catering Staff** – Where this group of staff are employed on a central contract they should still be listed on the school SCR as they are permanently based within your school. Temporary caterers working within your school will also require checking at an enhanced level and if working unsupervised with children will require a barred list check.

**Note 17 - Site Managers** – Will require enhanced DBS with Barred list check if the work they are undertaking falls into the definition of regulated activity.

**Note 18 - Contractors (including sports coaches, school photographers, etc)** – Schools contract with a range of organisations and individuals; for example sports coaches, school photographers, school improvement professionals, education welfare companies, catering, cleaning companies, maintenance organisations. Schools should consider all activities/letting arrangements to ensure appropriate checks are done and safeguarding arrangements are appropriate this can be done using a risk assessment e.g:

- A football coach who works unsupervised but is not employed directly by the school whose CRB is say 2002 – he works on a Tuesday after school for 6 months of the year.
- A cricket coach who comes to the school for 6 weeks in the summer.
- Dance class held after school.

When such staff are working in an unsupervised capacity with children, they should be DBS checked to enhanced level, and where they are working unsupervised with children should also have a barred list check if they are working in such a way that it could be considered a regulated activity.