



Meadow Park

Patience, Guidance and Determination

Single Central Record of Recruitment and Vetting Checks in Schools

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Knowsl@y Council

GUIDANCE:

**SINGLE CENTRAL RECORD OF RECRUITMENT
AND VETTING CHECKS IN SCHOOLS**

v 2.0

Issued: July 2012

1. INTRODUCTION

This guidance has been written to assist head teachers in interpreting the DfE document 'Safeguarding Children & Safer Recruitment in Education', in relation to the Single Central Record, following requests from schools for more clarity on this key aspect of any OFSTED inspection. This guidance should be read in conjunction with the DfE document above. As the DfE guidance is lengthy and to assist head teachers in identifying the salient points in relation to the Single Central Record where possible the direct reference has been made to the DfE guidance.

1.1 The Legislation

The duties imposed by s175 of the Education Act 2002 make explicit the responsibility of local authorities, governing bodies and proprietors for safeguarding and promoting the welfare of children as part of fulfilling their common law duty of care towards the children for whom their organisation or establishment is responsible.

The requirement, under the intended School Staffing (England) (Amendment) (No 2) Regulations 2006 that:

- Schools must keep a single central record detailing a range of checks carried out on their staff;
- All new appointments to the school workforce who have lived outside the United Kingdom are subject to such additional checks as deemed appropriate and where the required DBS Enhanced Disclosure is not considered sufficient to establish suitability to work with children and young people;
- Schools must satisfy themselves that supply staff have undergone the necessary checks to assess their suitability for the post; and identity checks must be carried out on all appointments to the school workforce before the appointment is made.

In addition to your school staff, Section 2 of this document outlines the single central record requirements for different types of visitors (none school staff) to schools (see 2.7 onwards).

1.2 The Role of Governing Bodies

Governing Bodies are accountable for ensuring that their establishment has effective policies and procedures in place in accordance with this guidance, and be responsible for the monitoring the school's compliance with them.

1.3 Head Teachers

Head teachers of all schools should ensure the policies and procedures adopted by the Governing Body are fully implemented, and followed by all staff; sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities. OfSTED will expect to see all policies relating to Safeguarding Children in a single file.

1.4 Extended Schools and Before and After School Activities

Where the Governing Body provides services or activities directly (under the supervision or management of school staff), the school's arrangements for child protection will apply.

Where services or activities are provided separately by another body eg under PFI, the governing body should seek assurance that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection, and there are arrangements to liaise with the school on these matters where appropriate.

2. SINGLE CENTRAL RECORD OF RECRUITMENT AND VETTING CHECKS

2.1 What is a single central record of recruitment and vetting checks?

A single central record is a record of all the recruitment and vetting checks that have been carried out for those people who come into your school. It must be kept on one record ideally electronically so that you can keep it up to date but you should also keep a hard copy. It is not acceptable to have some records in a different location e.g. on SIMS and others in another format, the record must be complete and on one document. Schools should ensure the single record is kept in a secure format and is fully completed and updated ready for OfSTED Inspections.

2.2 Why do I need to keep a single central record?

It is a statutory requirement and this document will form part of any OfSTED inspection. If you fail to keep the record in the required format or to maintain it and keep it up to date this will affect the outcome of the OFSTED inspection.

2.3 How often should the record be updated?

The single central record must be constantly updated with any change of staff or volunteers so that at any moment in time it is completely up to date and accurate. Failure to keep the record up to date may result in a negative OFSTED outcome.

2.4 What information do I need to record on the single central record?

You must have a record of the following people:

- All staff who are employed to work at the school
- All supply teachers whether employed directly by the school or through an agency.
- All volunteers including governors who also work as volunteers.
- All others that have been chosen by the school to work in regular contact with children within the school, and people brought into the school to provide additional teaching or instruction for pupils but who are not staff members eg a specialist sports coach.

For each individual you must record on the Single Central Record the name, address and date of birth and the record must indicate whether or not the following checks have been completed:

- Identity checks

- Qualification checks for any qualifications legally required for the job eg those posts where a person must have QTS, NPQH, PGCE.
- Checks of permission to work in the UK.
- List 99 checks.
- DBS Enhanced Disclosure including the issue date and disclosure number.
- Further overseas criminal record checks where appropriate eg certificates of good conduct from relevant embassies or police forces.

The record must also show the date on which each check was made or the relevant certificate obtained and should show who carried out the check. It is sufficient to record the name of the person who carried out the check on the single central record, it is not necessary for the person to sign.

2.5 What should be recorded for supply teachers?

Where supply staff are employed directly by the school, the school must complete all the relevant checks as for other employed staff and record this on the single central record.

For the purposes of creating the record of checks **for supply staff provided through a supply agency the school will need written confirmation from the agency that it has satisfactorily carried out the necessary checks.** This information should then be recorded on the single central record. The school does not need to carry out or see the checks itself except where there is information contained in the DBS Disclosure. However, identity checks must be carried out by the school to confirm that the individual arriving at school is the person the agency has referred to them.

2.6 What about volunteers?

Details of all volunteers and the relevant checks must be kept on the school's single central record and kept up to date as per para 4.50 bullet point 3 of the DfE guidance.

Schools should adopt the same recruitment measures as it would for employed staff, particularly where it is considering volunteers about whom there is little or no recent knowledge.

In other circumstances where a school approaches **a parent who is well known to the school** a streamlined approach can be taken. **This would include seeking references, checking to ensure others in the school know of no concerns, conducting an informal interview to gauge the person's aptitude and suitability, and undertaking a List 99 and DBS Disclosure check.**

Where a volunteer's role will be one-off, such as accompanying teacher's and pupils on a day trip or helping at a school concert or school fair, those measures would be unnecessary provided that the person is not to be left unsupervised in charge of children. **You should, however,**

ensure that a List 99 check is carried out and pair up the volunteer with a member of staff who has been properly vetted and for whom a List 99 check and DBS check has been completed - it is also recommended that a risk assessment is completed. Such volunteers should be recorded in the schools single central record at the time of the day trip but should be removed once this has come to an end.

Where **volunteers are recruited by another organisation** to work in a school e.g. sports coaches from a local club, **the school should obtain written confirmation from that organisation that the person had been properly vetted.** These should be included in the schools single central record.

2.7 Should I record pupils on work experience or work placement?

A According to the DfE guidance para 4.23 **a work experience student is not required to have a DBS check.** Work experience students are in a similar category to ad hoc volunteers and therefore you are not required to place a work experience student on your central record. You would however need to check they are who they say they are on arriving for the placement. Due to the age of work experience students and the fact that they are unlikely to have a DBS or list 99 check **they must be properly supervised at all times and never left unsupervised with children at any time – it is also recommended that a risk assessment is completed.**

Please note: Prior to a work experience student commencing a placement, the following should be undertaken:

- An assessment in respect of the student themselves to ascertain any specific needs they might have, including (and importantly) any areas of vulnerability as a result of their position and role within the school
- A risk assessment that would identify any potential risks to children and then put in place any necessary safeguards

B **Trainee Teachers** - Individuals who work on placement at the school on a regular basis **such as trainee teachers** should be placed on your Single Central Record in accordance with para 4.50 bullet point 3 of the DfE guidance. **The school should ask for written confirmation that all the necessary identity and vetting checks have been carried out as it is the provider's responsibility to ensures checks are made** (as per para 4.54 & 4.76 of the DfE guidance) and record the confirmation from the employing organisation on the schools single central record. Please note – As the DBS no longer issue copies of DBS clearances to employers, it will be the responsibility of the employee to submit the clearance certificate to their Headteacher within 14 days of receipt in order that the Headteacher can inform HR of the disclosure number and date of clearance.

On initial arrival at school you should check the individual's identity against their identity card.

In the event of a delay in receiving disclosures from the DBS, DfE guidance gives headteachers discretion to allow trainees to start working in a school subject to a satisfactory check of List 99 and completion of other normal recruitment procedures. Training providers should keep headteachers fully informed of the progress of applications for disclosures, since schools will want to maintain closer supervision of trainees who have not yet received enhanced clearance. In such instances, **it is also recommended that a risk assessment is completed.**

Please note: OfSTED and TDA guidance indicates that Trainee teachers would **not** normally be subject to more than one DBS check during the course of their programme, even when these extend beyond three years. Providers of ITT are not expected to make additional checks in respect of separate school placements, however, providers are required to inform schools of updates/issues in relation to change in circumstances as/if they arise.

2.8 Should I include other public sector staff on the single central record?

- A For staff employed directly by the school** eg Technicians/classroom assistants, including apprentices where applicable **all the necessary checks should be carried out by the school** and recorded on the single central record as per para 4.50 of the DfE guidance.
- B For public sector staff based at a school as their normal place of work, eg catering staff, cleaners, relief caretakers,** including apprentices where applicable who are employed by another organisation; these staff should be placed on the Single Central Record in accordance with para 4.50 bullet point 3 of the DfE guidance. **The school should ask for written confirmation that all the necessary identity and vetting checks have been carried out** (as per para 5.2 above and para 4.54 & 4.76 of the DfE guidance) and record the confirmation from the employing organisation on the schools single central record. It is not necessary for the school to see the evidence of all the vetting checks and the DBS checks, **it is sufficient to record that these checks have been carried out by the employing organisation e.g. Local Authority (LA).** On arrival at school you should check the individual's identity against their employing organisations identity card.
- C Staff employed by other organisations who work regularly at the school.** Individuals who visit the school on a regular basis **such as NHS (PCT) staff, Local Authority Officers** who are employed by another organisation should be placed on your Single Central Record in accordance with para 4.50 bullet point 3 of the DfE guidance. **The school should ask for written confirmation that all the necessary**

identity and vetting checks have been carried out (as per para 5.2 above and para 4.54 & 4.76 of the DFE guidance) and record the confirmation from the employing organisation on the schools single central record. **It is not necessary for the school to see the evidence of all the vetting checks and the DBS checks, it is sufficient to record that these checks have been carried out by the employing organisation e.g. Local Authority.** On arrival at school you should check the individual's identity against their employing organisations identity card.

- D** Staff employed by other organisations **who visit the school on a professional adhoc basis eg advice, inspection, professional support are not required to be checked by the school or be on the Single Central Record as they are not a regular worker/ visitor** they only attend on an adhoc basis. **It is not necessary for schools to see DBS Disclosures** for these staff as appropriate checks will have been carried out by the employing organisation. **Prior to any visit schools may wish to check with the appropriate organisation and gain written confirmation that the necessary vetting and identity checks have been completed.** Schools should check an individual's identity on arrival at school and, at that point, it is sufficient to see only the individual's identity badge.

Please note: In the case of adhoc professionals from other LAs eg social workers (may occur if a young person is from outside the Borough), it is recommended that the school contacts the appropriate LA by telephone initially to gain the necessary confirmation checks. This can then be followed up by written confirmation. The individual will also be required to present the relevant ID.

- E** People **visiting the school on an adhoc** basis. Individuals who visit the school on an adhoc basis such as **eg Local Authority, HR, Neighbourhood Services**, (not identified elsewhere in this document) eg **environmental workers, Licensing Enforcement Officers, Trades Union Representatives, advisory organisation representatives, guest speakers are not required to be checked by the school** or be on the Single Central record as they are not a regular worker. When inviting guests, **the school should check the person's identity on arrival for safeguarding purposes.** We would advise an appropriate form of ID would be a photo ID e.g. driving licence. **Ad hoc visitors who have not been checked by the school or another employing organisation must be properly supervised at all times and never left unsupervised with children at any time.**

2.9 Contractors

- A** **Building contractors** - Children should not be allowed in areas where builders are working, for health and safety reasons, so these workers should have no contact with children. However schools should ensure that arrangements are in place with contractors, via the contract where

possible, to make sure that any of the contractor's staff that come into contact with children undergo appropriate checks.

B PFI and Other Contractors - PFI contract staff must be checked by the contractor in the same way as school employees (ie. including a DBS Disclosure), and such requirements should form part of the contract. **The outcome of such checks must be notified to the LA.** The contractor is also responsible for ensuring that the same procedures are followed by any sub contractors. **The contractor must provide the local authority with a list of its direct employees and those of any sub-contractors at least 20 days before they start work on site.**

2.10 What about staff who work in breakfast clubs and after school clubs and children's centres on school sites?

Where the governing body provides services or activities directly under the supervision of management of school staff, the schools arrangements for recruitment, vetting and record keeping will apply and these individuals should appear on the schools central record. **If a third party is responsible for running the services there should be clear lines of accountability and written agreements setting out responsibility for carrying out recruitment and vetting checks on staff and volunteers.** The school should obtain written confirmation from the third party that the necessary checks have been carried out and should record these staff on the schools central record.

2.11 Should the school record taxi drivers who take children to and from school on regular basis?

Schools are advised to record these individuals on the single central record in accordance with para 4.50 bullet point 3 of the DFE guidance. **The school should ask for written confirmation that all the necessary identity and vetting checks have been carried out** (as per para 5.2 above and para 4.54 & 4.76 of the DFE guidance) and record the confirmation from the employing organisation on the schools single central record. **On arrival at school you should check the individual's identity against their employing organisations identity card.**

If commissioning these services schools should make sure that the contract contains the requirement for all the necessary vetting checks to be carried out. You should ensure that the employing organisation has carried out the necessary vetting checks and ask them for written confirmation.

2.12 What about peripatetic Music Teachers?

Head teachers need to assess if these people are working at the school on a regular or adhoc basis. In giving the guidance below we are assuming they are regular workers. These people fall into two categories:

A Those **employed** by the Local Authority – these staff will have been checked by the LA and should produce identity cards in the usual way. If they attend your school on a regular basis you should record them on the single central record and record that the checks were carried out by the LA.

- B** Those **approved** by the Local Authority – these individuals do not work for the Local Authority but have been approved by the Local Authority in terms of their suitability to teach music. The school should carry out all the necessary vetting checks and record them on the single central record. If the teacher is employed via a third party then the employing organisation should provide written confirmation that the necessary checks have been carried out and the school should record them on the single central record.

2.13 What should be recorded for staff or volunteers for whom an eDBS check has not yet been completed?

Current DfE advice is that head teachers may undertake a risk assessment and allow individuals to start ahead of the result of a DBS check. However, Knowsley LA's advice is that an individual should not be started ahead of the eDBS check. In extreme circumstances where a decision is made by the head teacher to allow the individual to start work then this should be recorded on the single central record confirming that a risk assessment has been completed and suitable supervision put in place. You should also record that a DBS disclosure has been requested and the date. The risk assessment should be available for inspection. **You are advised, however, that this may negatively affect the outcome of any OFSTED inspection.**

2.14 Who should not be recorded on the single central record?

- Visitors who have business with the head teacher or other staff or who have brief contact with children with a member of staff present. These individuals must be supervised at all times.
- Visitors or contractors who come onto site only to carry out emergency repairs or service equipment. These individuals must however, be supervised at all times whilst on school premises and should not be allowed to come into contact with children.
- People who are on site before or after school and when children are not present e.g. local groups who hire the premises for community or leisure activities.
- **Individuals attending a meeting or course** on the school premises for which the school lets out the facilities to a third party. **It would not be appropriate, however, for children to be present in the same areas that the meeting or course is being held and individuals should not have the opportunity for unsupervised access to children at any time.** The school must devise a protocol for the arrangements and ensure that these are adhered to at all times.

The individuals in the above categories must not be left unsupervised at any time.

3 Are schools required to carry out repeat DBS Disclosure checks?

The only individuals required to have repeat DBS checks are:

- Supply teachers who are required to have a repeat check every 3 years.
- Any member of staff or volunteer who has a break in service of 3 months or more.

Please note: an applicant/ employee / new recruit, when receiving their DBS certificate can register, within 2 weeks of the date of issue, to subscribe to the update service [there is a charge of £13 per annum for this service] and will then qualify for future online checks, i.e they will not require another recheck. They will receive a reminder when they need to renew their subscription. An employer can access the update service and receive a message indicating whether there has been any change re the disclosure.

- Any individual that the school has concerns about their ability to work with children
- Any individual that moves to work that involves greater contact with children.

Please note: The only reference to 3 yearly re-checks in *Safeguarding Children and Safer Recruitment in Education* is in appendix 11, where it is **recommended** for agency staff. OfSTED have now confirmed in its latest guidance (<http://www.ofsted.gov.uk/schools/for-schools/safeguarding-children#singlecr>) that 3 yearly routine re- checks for staff directly employed by a school or college are not required. Furthermore, “OfSTED will consider such routine re-checks to be excessive, as they go beyond what the law requires or the Government recommends”.

This guidance should be read in conjunction with the DfE document “**Safeguarding Children and Safer Recruitment in Education**”, available at:

https://www.schoolsrecruitment.dcsf.gov.uk/themes/default/pdfs/content/Safeguarding_Children_and_Safer_Recruitment_in_Education_Booklet.pdf.

Specific checklists and flowcharts are illustrated in “**Appendix 4: Recruitment and Selection Checklist**”.

If you have any specific queries in relation to the contents of this guidance, please contact:

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If your query relates specifically to a HR issue please refer to the HR Intranet site at <http://knowit.kmbc/C18/C18/Human%20Resources/default.aspx> for guidance documentation or contact your school’s link HR co-ordinator directly.