

Notes to accompany Model Single Central Record (SCR)

The SCR **must** cover all staff including teacher trainees on the salaried route and agency staff who work at the school. Other checks must also be done for volunteers and school governors and even though these do not have to be included on the SCR it **may** be a sensible place to record these checks have been completed.

Checks that must be completed

Note 1 – Identity Checks – The check should confirm name, date of birth, address and should include a photographic form of identity (e.g. passport). This check can also help prove the persons eligibility to work in the UK. Identification checking guidelines can be found at <https://www.gov.uk/government/publications/right-to-work-checks-employers-guide>.

Note 2 – A Children’s Barred List check must be undertaken on all staff working in schools. If an enhanced DBS check has been made this will include a 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 separate Children’s Barred List check. The HRSSC centre can undertake this check for the school if required for a fee.

Note 3 – It is a statutory requirement (from 1/9/2013), to check on appointment, that a teacher or other member of school staff who may be engaged to carry out some teaching work, without supervision such as certain HLTAs, is not prohibited from teaching. This can be done via the Teacher Services website – <https://teacherservices.education.gov.uk> and the section referred to as “Employer Access Schools”. The HR shared service centre currently carry out this check for schools who buy their service as long as it is requested on the appointment checklist and record the check on iTrent.

Note 4 – Ealing schools must have DBS 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.

Note 5 – 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. Identification checking guidelines can be found at <https://www.gov.uk/government/publications/right-to-work-checks-employers-guide>

Note 6 – Where a qualification is a requirement of the post, it must be checked and confirmed as a part of the record, this includes QTS, NPQH and registration as a teacher with the DfE. QTS and completion of induction or probation can be checked via the Teacher Services website – <https://teacherservices.education.gov.uk>

Note 7 – Although you must still undertake a DBS check for staff that have lived overseas, it is also necessary to demonstrate you have considered undertaking 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).

Note 8 - 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 of staff they supply to you (and attach this to the record). We would recommend a model which allows you to check online and see a photo of the person who is being sent to your school. Schools must also confirm they have checked that the person presenting themselves for work is the same person on whom the checks have been made. All this information must be recorded on the SCR.

Checks that may be included on the SCR

Note 9 - The school should be able to evidence that it has complied with the Childcare Disqualification Regulations and that staff have been asked to confirm that they are not disqualified under the regulations. Schools can choose to record that these checks have been done on the SCR.

Note 10 - Governors – All Governors now require a DBS check. Governance is not a regulated activity and so governors do not need a barred list check unless in addition to their governance duties they also engage in regulated activity. Schools must also carry out a section 128 check for school governors because a person subject to one is disqualified from being a governor. The HRSSC centre can undertake this check for the school if required for a fee. Schools can choose to record that these checks have been done on the SCR.

Note 11 - Volunteers – If they work with children or have unsupervised access to them in your school (they work in regulated activity) they must have a DBS check and a record of this can be included (in a separate section) on your SCR.