

Single Central Record Guidance – Maintained Schools

Updated July 2021

	Contents	Page
1.	Introduction	2
2.	How should the Single Central Record be stored?	2
3.	Who must be on the SCR?	2
4.	Who does not need to be on the SCR?	3
5.	What information should the SCR contain?	3
6.	Barred List check	4
7.	TRA/ Prohibition from Teaching Check	4
8.	What evidence must be seen and retained?	5
9.	Checks on agency supply staff	5
10.	Checks on Staff Employed Centrally by NYCC	6
11.	Checks on Contractors	7
12.	Checks on Freelance Tutors and Coaches	7
13.	Checks on Volunteers	7
14.	Checks on Governors	8
15.	Ofsted Inspections and the SCR	8
16.	A few DBS reminders Rechecking Portability and the Update Service	9
17.	Good practice recommendations for the SCR	11
18.	Monitoring the SCR	11
19.	Alternative provision	12
20.	School transport	12
	Appendix 1 – Template Email for Third Party Employers	
	Appendix 2 - Risk Assessment Decision Sheet	
	Appendix 3 – Employee Personnel File Checklist	
	Appendix 4 – Risk Assessment for Volunteers	

1. Introduction

The DfE Statutory Guidance for Schools and Colleges, 'Keeping Children Safe in Education', requires all schools to produce and maintain a Single Central Record of Recruitment and Vetting Checks (SCR), also referred to as 'the Register'. This requirement has been in place since 2007.

This guidance document applies to maintained schools only. Separate guidance has been produced for Independent Schools, Academies and Free Schools which is available on CYPSInfo.

2. How should the Single Central Record be stored?

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 provided that it is accessible on the school site.

Most schools will hold the Single Central Record in electronic form as an Excel document. Early versions of the NYCC templates were in Word format and schools specifically asked us not to make significant changes to our templates over the last few years. However, it is accepted that Excel spreadsheets are better suited for managing and maintaining your SCR and it now feels appropriate to offer an excel template. If an excel method is used then the records should all be on one Excel workbook although they may be held across different tabs within that workbook, on the basis of staff groups.

It is advisable not to leave a field empty, if a check is not applicable to a particular individual then "n/a" should be inserted in the cell.

Our example template(s) can be found on the [CYPS website](#) under the safeguarding tab.

3. Who must be on the Single Central Record?

All schools must keep and maintain a paper or electronic record of the checks which have been carried out on:

- All staff employed at the school
- Supply staff employed by the school
- Supply staff engaged through an agency (see paragraph 8)
- Staff employed centrally by the Local Authority but working in individual schools on a regular basis e.g. FMS staff, Property Services staff (Cleaners, Caretakers), County Catering Staff and Peripatetic music service staff (see paragraph 10)

Whilst not statutorily required, we would recommend that others who have regular contact with children at the school who meets the definition of Regulated Activity (see page 35 [Keeping Children Safe in Education 2020](#) (updated 2021)) are included on the SCR, including:

- Volunteers

- Trainee teachers*
- Third Party Staff brought into school to provide additional instruction to pupils e.g. sports coaches, artists, musicians etc.
- 'Contractors' (see paragraph 11)

* Trainee teachers directly employed by a school must be cleared in the same way as other employees. Where trainee teachers are placed by a training provider, it is the responsibility of Initial Teacher Training providers to carry out the necessary checks and for schools to obtain written confirmation and record that these have been carried out. Only directly employed trainees must be recorded on the SCR. It is not a statutory requirement for fee-funded students to be included, however schools may decide to include them.

People should be removed from the SCR when they have left employment or ceased to come into school – however, they must be placed back on the list if they return. Where individuals return it would be necessary for the school to re-complete checks as required. The SCR should be a “live” record at all times.

4. Who does not need to be on the SCR?

People working on a truly ad hoc basis in the school, will not usually be required to be entered on the SCR as they are not in the school on a frequent basis. Although, such staff may still meet the definition of Regulated Activity on account of the type of work they are undertaking or their attendance at a number of school sites during the course of their work. In these cases, such people will be subject to a DBS check from their employer and you would seek confirmation from their employer that this was in place.

Visitors, for example, children’s relatives or other visitors to the Headteacher do not require a DBS clearance. Headteachers and Principals should use their professional judgement about the need to escort or supervise visitors. They do not need to be entered onto the SCR.

For guidance regarding school Governors please see section 14.

5. What information should the SCR contain?

The SCR must include the statutory information detailed below. These are the checks which must be completed (if applicable) for all staff. Not every check is applicable for each category of staff and this is highlighted where relevant e.g. Teaching Regulation Agency (TRA) Prohibited List for Teachers check is not applicable for administration staff.

- **Identity** – see section 8 below on the documents which can be used to confirm identity
- **Children’s Barred List check** for those working in regulated activity. (Please note this is a separate check to the DBS, even though they are carried out at the same time, and must have a separate entry on the SCR)
- **TRA Prohibition from Teaching check** (for those undertaking teaching work).
- **Enhanced DBS Disclosure** for work with children

- **Right to work in the UK**
- **Overseas checks** including a Certificate of Good Conduct and Letter of Professional Standing (teachers only) for people who have lived or worked outside the UK
- A check of **professional qualifications** relevant to teaching e.g. QTS, NPQH

The SCR must indicate whether particular checks are complete and **when each check was carried out**. It is no longer a requirement to record the name of the person making the checks but we advise still recording their initials.

Whilst the information provided above is the statutory minimum which must be recorded, schools may choose to also include the following on their SCR:

- Maintained school governor checks – including the enhanced DBS & S128 check
- Receipt of references
- Medical clearance
- Teacher Reference Number
- Disqualification check under the Childcare Act 2006 (see 16 (b) below)

6. **Barred List check**

A check of the children's barred list can only be undertaken for those individuals working within regulated activity (see page 35 [Keeping Children Safe in Education 2020](#) (updated 2021)). Those not working in regulated activity would include supervised volunteers and governors and it is unlawful to undertake a barred list check for someone working in these capacities.

A barred list check will usually be requested as part of an enhanced DBS application and the outcome will be shown on the DBS certificate issued to the applicant.

A separate barred list check can also be undertaken through the 'Teacher Services' online system provided by the DfE and can be accessed through the [DfE Sign-in portal](#).

It is a statutory requirement that a barred list check is undertaken prior to the commencement of employment within a school. However, in exceptional circumstances a school may allow an employee to commence prior to the return of their DBS. In these cases, the school **must** undertake a separate barred list check prior to the employee's commencement and this must be recorded on their SCR.

7. **TRA/Prohibition from Teaching Check (Formally NCTL check)**

Schools must undertake a Teaching Regulation Agency (TRA) Prohibition from Teaching check for anyone doing "teaching work".

This will include all teaching staff but may also include other school staff, for example, HLTAs. Teaching is defined as:

- a) planning and preparing lessons and courses for pupils,

- b) delivering lessons to pupils,
- c) assessing the development, progress and attainment of pupils; and
- d) reporting on the development, progress and attainment of pupils,

This does not include work done under the direction of a teacher.

The TRA check can be undertaken through the 'Teacher Services' online system provided by the DfE. This should also be used before a teacher is appointed to ensure that they have the award of QTS, have completed the teacher induction process (if applicable) and that they are not subject to any prohibitions, sanctions or restrictions. Teacher Services can be accessed through the [DfE Sign-in portal](#). For further guidance about the check and how to check it please visit <https://www.gov.uk/guidance/teacher-status-checks-information-for-employers>

The same site can be used to carry out a Section 128 check for Governors and a separate barred list check.

8. What evidence must be seen and retained?

Keeping Children Safe in Education states that a copy of the documents used to verify a successful candidate's identity, right to work and required qualifications should be kept on the confidential personnel file.

The documents acceptable for the verification of identity may be different, depending on which check is being undertaken, as follows:

- **DBS:** <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines>
- **Right to work in the UK:** <https://www.gov.uk/legal-right-work-uk>

When checking qualifications, schools should request and check original documents. Information regarding initial teaching training qualifications, award of QTS and completion of statutory induction is recorded on 'Teacher Services' available through the [DfE Sign-in portal](#) and can be used as additional assurance around qualifications but should not replace the checking of original qualification documents.

9. Checks on agency supply staff

It is the agency's responsibility to carry out the checks listed above and in addition to undertake pre-employment medical checks (where appropriate). However, agencies cannot apply for visas – the school will need to do that, if required.

Whilst responsibility for undertaking checks sits with the agency, a school using agency supply staff must:

- receive written confirmation, from the agency, that all the necessary checks have been satisfactorily completed, including an enhanced DBS, a check of the Children's Barred List and TRA Prohibition from Teaching list (teachers only) to ensure the person supplied is not subject to a prohibition order or interim prohibition order and any overseas checks if relevant. This must be recorded on

the Single Central Record. A template email, for schools to send to other employers can be found in [Appendix 1](#).

- carry out its own identity checks to verify that the person who presents for work is the person the agency has referred.

Most agencies will provide a confirmation sheet when a supply teacher is booked and prior to their commencement. This will contain details of all the pre-employment checks which have been completed and includes a photo of the teacher to aid confirmation of identity when they attend the school. Where a photo has not been provided in advance, the school should request photographic evidence of identity from the supply teacher when they arrive at school. This will usually be a passport, driving licence or agency ID badge.

It is recommended that a copy of the confirmation sheet and the documents used to confirm identity are retained at least until the placement has ended. These documents should be stored on a confidential basis the same as other staff information.

10. Checks on Staff Employed Centrally by NYCC

For NYCC staff employed to work in school on a regular basis (see 3 above) the school must:

- receive written confirmation, from the appropriate NYCC Service, that all the necessary statutory checks have been satisfactorily completed including an enhanced DBS, a check of the Children's Barred List and TRA Prohibition of Teaching list (where appropriate) to ensure the person supplied is not subject to a prohibition order or interim prohibition order. This confirmation must be recorded on the Single Central Record
- carry out its own identity checks to verify that the person who presents for work is the person the Service has referred (the NYCC photo ID badge or other photographic ID will suffice)

Please note - centrally employed NYCC staff will be subject to DBS re-checking on a random sample basis only. Their clearance is not otherwise time-limited.

Where centrally employed staff visit educational settings regularly, NYCC will ensure that staff, who meet the definition of Regulated Activity, on account of their regularity of visiting various schools / settings and academies, will be subject to DBS clearance with barred list check. This includes the following staff groups: Relationship Managers, School Improvement Advisers, Health and Safety Advisers and HR Advisers. Such staff, who are only in your individual school on an ad hoc basis are not required to be on the SCR.

Please note this does not mean that all NYCC staff are DBS cleared and it is the school's responsibility to ensure appropriate supervision arrangements are in place.

11. Checks on Contractors

Contractors working on site will not normally have access to children nor need to be included on the SCR, but if they do then the appropriate checks need to be made or confirmed through their employer.

NYCC approved contractors that meet the definition of Regulated Activity, will have an enhanced DBS, and barred list check. You can be assured that such requirements will be incorporated into the contractual arrangements. If contractors meet the definition of regulated activity in a particular school (they are present on site, with access to children, on a weekly basis or on more than 3 days in a 30 day period or overnight), then they should be recorded on the SCR, and the school will need written confirmation from their employer that the relevant checks have been undertaken.

Please note, if schools engage with contractors **outside of the approved list** and these contractors **meet the definition of regulated activity**, there is a requirement for the schools to satisfy themselves that all the appropriate checks have been undertaken. This should be requested in writing from the contractor's employer, including that the correct level of DBS clearance, including barred list check, is in place. These types of contractors, if working regularly in a particular school, should be added to the SCR.

If schools engage with contractors **outside of the approved list** and these contractors **do not meet the definition of regulated activity**, there may also be a requirement to seek confirmation from the employer what, if any, level of DBS clearance is in place. This may help the school decide how much supervision needs to be put into place whilst that contractor is on site. These types of contractors do not need to be added to the SCR.

12. Checks on Freelance Tutors and Coaches

Tutors and coaches who will have regular access to children (e.g. freelance music teachers or sports coaches provided by a football club, other self-employed persons) will need appropriate checks and be placed on the SCR. Where these individuals are self-employed they may not be able to obtain a DBS check for themselves. In these cases, the school may undertake the check on the individual's behalf but may wish to agree that the individual reimburses the school for the cost of this.

It is important for schools to ensure the correct employment status for such people is applied by oversight of business registration documents, insurance cover and that clear contractual documentation is in place to show that services are being provided on a genuine self-employed basis.

13. Checks on Volunteers

Whether DBS checks are required on volunteers depends on their level of access to children and should be subject to a risk assessment. A template risk assessment is available at appendix 4. Those meeting the definition of Regulated Activity require an Enhanced DBS check including a barred list check. The definition of Regulated Activity specifically excludes supervised volunteers.

However, for supervised volunteers who enter school premises and have the opportunity for contact with children there is the ability to undertake an Enhanced DBS check (without barred list check), although there is no legal requirement to do so. Therefore, a risk-assessed approach should be made and documented.

To qualify for a free DBS check a volunteer must meet the DBS definition of volunteer, which is someone who spends unpaid time doing something of benefit to others.

Someone undertaking work experience does not qualify for a free DBS check as this is for their own benefit. In such situations, schools may ask the individual to reimburse the school for the cost of their DBS as a condition of the placement.

14. Checks on Governors

It is not a statutory requirement for Governors in maintained schools to be recorded on the SCR. However, as it is a statutory requirement to undertake an Enhanced DBS and a Section 128 check and to evidence these have been undertaken. Therefore, we recommend the information for both checks is retained within the SCR. If maintained in excel format, a separate tab for Governors would be useful.

For Governors, the Enhanced DBS would usually be without a barred list check as the definition of Regulated Activity is not met. However, if the Governor will also be undertaking volunteering activities then section 13 above will apply. Please check paragraph 16 for additional information about reference arrangements.

A Secretary of State section 128 direction disqualifies a person from holding or continuing to hold office as a governor of a maintained school so this check must be carried out for maintained school Governors. A check for a section 128 direction can be carried out using the 'Teacher Services' website (see section 7 above).

15. Ofsted Inspections and the SCR

Ofsted expects schools to be able to demonstrate that they meet all regulations and duties for the purposes of the safeguarding judgement under leadership and management in the School Inspection Handbook. Inspectors will check the school's Single Central Record early in the inspection (it is required to be available by 8am on the first day of the inspection) with the expectation that it will be complete and meet statutory requirements. Inspectors will also consider how it contributes to the overall evaluation of the safeguarding culture that has been established in the school.

However, if there is a minor administrative error, such as the absence of a date on the record, and this can be easily rectified before the final team meeting, schools will be given the chance to resolve the issue.

Ofsted has established a definition for 'administrative errors' in relation to the single central record (see below). No allowance will be made, for example, for breaches to the requirement to have an enhanced DBS.

Administrative errors may be defined as follows:

- Failure to record one or two dates
- Individual entries that are illegible (usually only relevant to SCRs not held electronically)
- One or two omissions where it is clear that the information is already held by the school but the school has failed to transfer over the information in full to the single central record.

The School Inspection Handbook can be accessed [here](#) and Inspecting safeguarding in early years, education and skills settings is available [here](#).

When Ofsted attend for an inspection, schools should check their official Ofsted ID badge, but do not need to carry out any further checks on Inspectors or enter them into the Single Central Record.

Ofsted's own safeguarding policy confirms that safe recruitment checks are undertaken on everyone who works for them and that all inspectors are subject to an enhanced DBS check and are required to register with the Update Service. Section 10 of the Education Act 2005 gives inspectors a power of entry to a school to conduct an inspection and, as they are there to discharge a statutory function under the Act, their Ofsted DBS is sufficient.

However, if the school has in place a specific security policy, for example requiring all non-staff to wear a visitor's badge, then it is important to follow this with Ofsted inspectors.

16. A few DBS reminders...

(a) How often are re-checks required?

There is no statutory requirement to carry out a recheck.

It is NYCC practice to carry out a 10% random sample re-check across all schools each year, with some specific exclusions to be agreed with schools who consider themselves to have 'high risk' roles for example in Residential or Special Schools who may wish to have a tighter regime on some or all roles.

Maintained Schools may wish to depart from this element of the NYCC DBS policy. This departure must involve full Governing Body consideration of this issue and a formal written statement of the decision to be excluded from the random sample, along with the rationale for doing so, must be minuted. This should also be sent to NYHR@northyorks.gov.uk and retained at school as a clear audit trail of the Governing Body's decision making process.

(b) Portability of DBS Clearances and the Update Service

NYCC policy makes it clear that DBS clearances can be portable between NYCC schools where an employee is moving to a similar role (e.g. teaching to teaching) and there has

been no break in service, including between maintained and voluntary aided schools. However, voluntary aided schools may choose, as the employer, to undertake a new clearance at their discretion.

NYCC continues with the policy of not allowing portability for staff new to maintained schools where NYCC is the employer. However, where an individual has registered with the DBS Update Service it makes sense to take advantage of the ability to access the information more quickly and at no cost (because a new DBS check may not be required). Therefore, where schools determine that an individual has registered with the update service, they can, if they wish, ask the prospective employee for their details in order to access the system and obtain their DBS details.

When using the update service schools must still see the original DBS certificate issued to the individual. They should ensure that the details of the certificate they see are the same as those held on the online system e.g. issue number, date, employee name, etc. and that the DBS is enhanced, appropriate for the child workforce, with barred list check if in regulated activity.

When the online update service is accessed, it will return one of the following statements:

- **This DBS certificate contains no information and remains current** – this means that the original certificate was blank (no information disclosed) and there has been no change to this position. Therefore, the school can take the original DBS certificate as current and valid
- **This DBS certificate remains current** – this means that information was disclosed about the individual on the original certificate and there has been no change to this position. Therefore, the school can take the original DBS certificate as current and valid
- **This DBS certificate is no longer current. Please apply for a new DBS check to get the most up-to-date information** – this means that new information has come to light and the school will need to ask the applicant to apply for a new DBS check to view this
- **The details entered do not match those held on our system. Please check and try again.** This can mean that the wrong information has been added, the individual has not subscribed to the update service or the DBS certificate has been removed from the update service. The school should check that it has entered the information correctly but if it does not receive a confirmation then a new DBS check should be requested.

These details can then be recorded on the SCR and provided to the Employment Support Service for the employee record. A copy of the online confirmation should also be printed off and placed on the employee's personal file. The link below provides more details about the DBS update service -

<https://www.gov.uk/government/publications/dbs-update-service-employer-guide/dbs-update-service-employer-guide>.

Where schools use the update service and do not request a new DBS, they must ensure that they still confirm the employee's identity and obtain copies of relevant documents as evidence.

The statutory position on portability is outlined within Keeping Children Safe in Education January 2021 (para 156).

17. Good practice recommendations for the SCR

The checks outlined above are the statutory entries on the Single Central Record. Although the following checks are statutory requirements, outlined in KCSIE, they are not a statutory requirement to be recorded on the SCR. Therefore, NYHR recommends you include them so you have one comprehensive record of all recruitment checks.

(a) References

Please note that the obtaining and checking of references is a vital part of safer recruitment for staff and regular volunteers. However, it is not a statutory requirement to record this on the Single Central Record but we have included a references column on our templates.

There is no requirement on schools to obtain references for Governors.

(b) Disqualification under the Childcare Act 2006

The Regulations are relevant to schools and nurseries who provide education up to and including the age of 5 and childcare to children under the age of 8. Relevant schools are required to determine who within their setting is covered by the Regulations and the date that information about disqualification was provided. As Ofsted may request information regarding disqualification checks in relevant settings, it is recommended that schools record this on their single central record.

The Regulations will not apply to Junior or Secondary schools unless there is childcare provision on site for children under the age of 8 run either by the school or by an independent provider.

More information can be found regarding disqualification under the Childcare Act 2006 on [CYPS Info](#) or the [Department of Education website](#).

(c) Medical Clearances

Schools may wish to record the medical checks they have completed on new members of staff on the SCR as well. These checks must have been completed to verify the person's suitability to start in the post.

KCSIE states schools must, when appointing new staff (paragraph 154):

- verify the candidate's mental and physical fitness to carry out their work responsibilities (Education (Health Standards) (England) Regulations 2003). A job applicant can be asked relevant questions about disability and health in order

to establish whether they have the physical and mental capacity for the specific role

18. Monitoring the SCR

The SCR is a live document which must be kept up-to-date and current. It is recommended practice that the SCR is regularly checked by a senior leader within school to ensure that it is complete and complies with the latest guidance.

Governors also have a strategic responsibility for monitoring that school leaders are regularly checking the SCR. They may do this by asking questions about how complete the record is, how frequently it is reviewed and how it is stored.

It is recommended that a record be kept of all SCR monitoring activity undertaken within the school. This is a tab on the NYHR SCR template where this information can be recorded.

19. Alternative provision

Although not a requirement for the SCR, it is important to note that if a pupil is placed with an alternative provision provider the school is still responsible for the safeguarding of that pupil. Written confirmation that appropriate safeguarding checks have been carried out on all individuals working at the establishment should be obtained and held securely by the school.

20. School transport

If an escort or driver is employed by the school then they would need to be on the SCR. The more usual situation would be where the taxi driver/escort are provided through a contract for services from another organisation in which case they would not need to be on the school's SCR.

The NYCC transport provision for Home to School and SEND is Regulated Activity and all drivers, whether bus or taxi, as well as any passenger assistants utilised on transport must undergo an Enhanced DBS check through NYCC. The DBS check is for both the Child and Adult Workforce and includes a Barred List check for both. If, after sight of the DBS, the driver/passenger assistant is authorised to work on NYCC transport contracts they are issued with a "NYCC DBS Badge". This badge contains a photograph of the individual, the company that they work for and whether they are a driver or a passenger assistant. This "vetting process" forms part of the Terms & Conditions of Contract.

If a school wishes to procure a bus or taxi service outside of the usual NYCC provision e.g. for school trips, etc. then they are able to ask IPT for a list of transport providers who are authorised to work on NYCC transport contracts. They will then be issued with a list filtered for their area and the size of vehicle required. As the providers work on NYCC contracts they will have drivers who hold the DBS Badge and schools can request that one of these drivers operates the service.

Appendix 1

Template Email to third party employers

Dear **EMPLOYER NAME**

Single Central Record

In accordance with Keeping Children Safe in Education, I require written confirmation that all necessary pre-employment checks have been satisfactorily completed before the member of staff can commence work in our School. Please can you confirm via email that the following checks have been carried out for **NAME, JOB TITLE** -

1. That you have checked their identity, name, address and date of birth
2. A Barred List for Children check (if applicable)
3. A TRA Prohibited List for Teachers check (if applicable)
4. That they hold a clear Enhanced DBS Disclosure for work with children (if the Disclosure is not clear, further details will be required)
5. That you have checked their right to work in the UK
6. That you have undertaken overseas checks for those who have lived or worked outside the UK e.g. Certificate of Good Conduct, Letter of Professional Standing (teaching staff only)
7. A check of professional teaching qualifications (if applicable)

For work in relevant childcare under the Childcare Act 2006 only –

8. **A disqualification check has been undertaken under the Childcare Act 2006**

The school also need to carry out their own identity checks when the person reports to school to verify they are the correct individual, therefore please ensure that your employee arrives with photographic ID badge, other photographic ID or please provide a photograph in advance of them arriving.

Once I have received confirmation that all the necessary checks have been completed and I have received a photograph the employee can start work at **SCHOOL NAME**.

Many thanks for you co-operation

NAME

Appendix 2

**Risk Assessment Decision Sheet -
Starting work without all new starter documentation in place**

This risk assessment should be completed to help determine whether a member of staff should start employment before the necessary new starter documentation and clearances are in place.

Name	
Role	
Proposed start date	
Expected date for documents	
Document(s) missing	

Is this person in Regulated Activity? Yes No

Please state the reason for the person starting without the correct documentation –

Please list below the possible hazards of starting this person without the correct documentation, what control measures you will put into place to reduce the risk and whether the risk is low, medium or high.

Example - If you decide to start a teacher in post before the DBS certificate is back (contrary to NYCC policy) a potential hazard could be that you are not fully aware of that person’s background. However, you may have reduced this risk by checking their references and verifying that the teacher in question was employed at another school in the last three months. If the person’s proposed start date and their last day at their previous school or college are **less** than three months apart, then there is no statutory requirement to obtain a new Enhanced DBS check, where staff are transferring to similar work. However, it is NYCC policy for a new DBS check for all staff who are new to NYCC. Therefore, given that there is sufficient other information, the person could be assessed to be of low risk, particularly if there is also supervision in place.

Hazard Identified	Control Measure	Risk Level

Do you think the risk/s are adequately controlled with the above measures?

Yes No

If no and you believe the risk is still too high, please do not start the employee in post.

Until all checks have been completed, an appropriate system of supervision should be put in place and reviewed at least every two weeks. These should be discussed with the individual prior to commencement. Please detail the supervision arrangements and review date below:

Supervision arrangements
Review Date

Authorisation to start the employee in post –

Headteacher (Print Name)

Headteacher (Signature)

Date -----

Confirmation that employee understands the supervision arrangements and will comply with these -

Employee (Print Name)

Employee (Signature)

Date -----

Retain this form on the personal file for future reference.

Appendix 3

Employee Personnel File Checklist

Employee Details			
Name		Continuous Service Start Date	
Name change		Name change date	

New Starter Documents				
	Job titles for posts held in school			
Application Form				
Contract and/or contract variation				
Job Description and Person Specification				
Criminal record declaration form				
Childcare disqualification self-declaration form				
Selection documentation including interview questions				

SCR Documentation – please note some posts may not require all the checks below			
Check	Completed	Not applicable	Details
Identity checks – Proof of DOB and home address (should be updated if employee moves home)			
Enhanced DBS Check			
Children’s Barred List Check			
Professional Qualifications (teaching only)			
TRA Prohibition from teaching check			
Overseas checks: <ul style="list-style-type: none"> • Certificate(s) of good conduct • Letter(s) of professional standing 			
Right to work in the UK			

Safer Recruitment Documentation			
Check	Completed	Not applicable	Details
Reference one			
Reference two			
Medical clearance			
Non-teaching qualifications essential to role			

Appendix 4

Risk Assessment for Volunteers

This risk assessment should be completed when considering whether a person working as a volunteer at the school should be asked to apply for an enhanced DBS certificate.

Name of Person		
Position Applied For		
Start Date		
Date of Risk Assessment		
Is the volunteer in 'Regulated Activity'?	Yes	No
	If 'yes', an enhanced DBS with Barred list check is required.	
	If no, an enhanced DBS without a barred list check may be obtained	

Factors to consider

What is the age group of the pupils that the volunteer will work with?		
Are these pupils regarded as vulnerable?	Yes	No
How frequently will the volunteer be in school?		
What is the connection of the volunteer to the school?		
What motivates the volunteer to want to work in the school?		
Is the volunteer in paid employment or do they work in a voluntary capacity elsewhere with children?		
Have two references been obtained for the volunteer or can the volunteer provide at least one reference from someone other than a family member, including a senior person from their employment or voluntary service?	Yes	No
What information does the school already know about the person?		
Has the person's identity been verified?	Yes	No
Is the person signed up to the DBS Update Service?	Yes	No
If so, has an online check been completed?	Yes	No

Is the person aware of any reason why they should not volunteer to work with children?	Yes	No
Is the school aware of any reason that the person should not work with children?	Yes	No
Is this volunteer with children between the hours of 2am and 6am	This is regulated activity and the person must have an Enhanced DBS check with barred list check.	

Decision Making

	Decision Made	Completed By
<p>Unsupervised Volunteer: High Risk – the school cannot guarantee the volunteer will be supervised.</p> <p><i>“Unsupervised”: This means that supervision cannot always be guaranteed to be ongoing.</i></p>	Application for an enhanced DBS check with a barred list check must be made.	
<p>Supervised Volunteer: High Risk – the person has no previous connection with the school AND cannot provide references from elsewhere.</p> <p><i>There is no statutory reason why this person needs to apply for an enhanced DBS Certificate, however, the school may wish to do so. The school should consider whether the person’s uncorroborated background would raise an unacceptable risk.</i></p>	Application for enhanced DBS check is/ is not needed. State reason(s) below:	
<p>Supervised Volunteer: Medium Risk – The person can provide suitable references for other work with children (either paid or unpaid), they have a connection to the school, and no issues have come to light that would mean they would be unsuitable.</p> <p><i>There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school may wish to do so.</i></p>	Application for enhanced DBS check is/ is not needed. State reason(s) below	
<p>Supervised Volunteer: Low Risk – The person is signed up to the DBS Update Service and the checks reveal no negative</p>	Application for enhanced DBS check is/ is not needed. State reason(s) below:	

<p>information OR The person is employed or volunteers elsewhere and has a recent enhanced DBS and can provide references.</p> <p><i>There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, unless the person uses the DBS Update service, the school may decide to obtain a new enhanced DBS.</i></p>			
<p>Outcome of DBS risk assessment</p>	<p>No DBS</p>	<p>Enhanced DBS</p>	<p>Enhanced DBS with barred list check</p>

Headteacher (Print Name)

Headteacher (Signature)

Date

