

Single Central Record Guidance Notes (with additional requirements for academies in red)

General Note

- The record will include all employees, regular volunteers and visiting staff such as supply teachers, peripatetic music teachers, and some contractors. It will not include visitors coming into school for staff meetings or occasional professionals such as theatre groups, unless they fall into the definition of frequent or intensive categories. Frequent - anyone in school more than 1 day a week. Intensive – where an activity takes place on 4 days or more in any month, or unsupervised contact or any overnight activity.
- All boxes must be completed. If a particular check is not required, choose no or put n/a.
- The name and position of the verifier should be recorded as this will help with the tracking of information provided, if required. This can be included under each check or at the end of the record if the verifier is the same for each entry.
- All entries should be dated.
- The date in the column is the date the school saw the original paper version of the DBS certificate, not the date of the electronic snapshot.
- The date in the barred list column will be the date the paper certificate was presented to the school, unless there was a reason for the barred list check to be done as a stand-alone in which case it will be the date the school received confirmation from HR
- The date in prohibited list / GTCE sanctions and S128 columns is the date the school went online and checked Teachers' Services website.
- Please contact your HR advisor if you require any further assistance.

Note 1 – Identity Checks

- The check should confirm name, address and a photographic form of identity (e.g., passport, driving licence) must be seen.
- The type of ID seen should be recorded
- The name and position of the verifier can be entered here or at the end of the line if verifier is same for each check

Note 2 – Position Held

- Checks carried out on staff can vary according to the time they joined the school and the position they hold therefore it is important that this section is completed for all staff in order to provide evidence of checks that have or have not been carried out.
- Staff who change roles should be re-entered onto the SCR, changing the 'date started with school in current role'. The member of staff should be removed in the role they are leaving. If they are adding a role, which requires further checks, they can be entered twice on the record.

Note 3- Professional Qualifications

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.

If a professional qualification is required, record the qualification required

Note 4 – Prohibition check

It is a statutory requirement (from 1/9/2013), to check on appointment, that a teacher is not prohibited from teaching. Checks for all prohibitions, sanctions and restrictions described at paragraphs 253-254 of Keeping Children Safe in Education can be carried out by logging onto the Secure Access/DfE Sign-in Portal via the [Teacher Services' web page](#). Secure Access/DfE Sign-in is a free service available to all schools and colleges. Registration is required for first time users and can be requested from Teacher Services. Schools used to use the EEA list to check if anyone had been prohibited in other countries however now we're no longer in the EU, this service is not accessible. None the less, schools should do what they can to check if a Teacher is prohibited in another country (see note 7 for further guidance).

Note 5 – Children's Barred List Check

A Children's Barred List check (formerly List 99) must be undertaken on all staff working in regulated activity. A barred list can be requested at the same time as an enhanced DBS (formerly CRB) by ticking the relevant box on the application form. People in regulated activity must NOT be permitted to commence in post before the barred list has been checked, even if you are allowing them to start pending their enhanced DBS certificate. It is unlawful to check the barred list if the individual is not in regulated activity.

Volunteers and Governors do not need a barred list check unless they are carrying out regulated unsupervised activities.

If by virtue of their start date (before 2012) and continuity of service, a volunteer has been CRB or DBS checked, they will have been checked against either list 99 or the barred list. However, the law changed in 2012 and volunteers must not now be checked against the barred list unless they are in regulated activity. Needs to say yes/no or date

Note 6- DBS checks

Lincolnshire schools should 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 renewals for staff in schools.

Schools should refer to Keeping Children Safe in Education part 3, <https://www.gov.uk/government/publications/keeping-children-safe-in-education-2> to decide on the appropriate checks to be carried out.

Governors and Volunteers – Since April 2016, all governors must have an enhanced DBS check. Schools can carry out an enhanced DBS check on volunteers however they **must** do this for volunteers who are carrying out regulated activity (unsupervised). KCSIE (Part 3 paragraph 309) provides guidance for risk assessing when deciding if an enhanced DBS check is needed for a volunteer.

If a school retains a DBS certificate for any reason, this must not be for more than 6 months.

The online Disclosure and Barring Service (DBS) update service allows applicants to keep their DBS certificates up to date and employers to check the current status of an existing DBS certificate. The employee must be registered with the online DBS check system and you must have permission and authority to check (as outlined in the guidance). You can check the DBS certificate status online at <https://www.gov.uk/dbs-update-service> (employers section, click on 'check a DBS certificate online').

Note 7-Overseas checks

Although you must undertake a DBS check for staffs who have lived overseas, it is necessary to undertake further checks with the country where they lived

Check any new recruit whose employment history indicates that they have previously taught overseas. Some countries do not provide police checks, in this case, a certificate/letter of good conduct should be provided by their employers, police force or embassy from the country in which they were living. There should be a follow up to information provided. (e.g. phone call to the organisation who sent the information)

References for further information-

[Lincolnshire County Council Schools Recruitment Policy](#)

Paragraphs 280-285 of [Keeping Children Safe in Education](#)

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

<https://www.gov.uk/guidance/recruit-teachers-from-overseas>

From 6 April 2017, all Tier 2 (General) visa applicants who want to work in the education sector must provide a criminal record certificate.

Note 8- Right to work in the UK

Employers have a legal duty to check that all employees have a right to work in this country before they are appointed. In addition, school governors must have a right to work in the UK as must some volunteers. You can check on the [Home office website](#) or with your HR provider what type of permit would be expected.

Note 9 – Agency and Centrally Employed LCC staff

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 checks.

LCC staff will carry a photo ID badge. This is evidence that all relevant checks through safer recruitment have been completed by the local authority.

Note 10- Contractors

If the contractor i.e. builder, driver etc., is working under contract with the school and is likely to come into contact with children, then an enhanced or enhanced with barred list DBS needs to be obtained.

Schools and colleges should ensure that any contractor, or any employee of the contractor, who is to work at the school or college, has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them

with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required. In considering whether the contact is regular, it is irrelevant whether the contractor works on a single site or across a number of sites.

Under no circumstances should a contractor in respect of whom no checks have been obtained be allowed to work unsupervised, or engage in regulated activity. Schools and colleges are responsible for determining the appropriate level of supervision depending on the circumstances. If a contractor working at a school or college is self-employed, the school or college should consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account. Schools and colleges should always check the identity of contractors and their staff on arrival at the school or college.

Note 11: Management checks 128 (Academies, Independent, Free schools, and Governors at maintained schools)

Independent schools, including academies and free schools must check that a person taking up a management position as described in paragraph 257 of part 3 of Keeping Children Safe in Education is not subject to a section 128 direction made by the Secretary of State. **Maintained schools must check their governors against the section 128** (KCSIE Part 3 para.315) this includes school staff who are members of the governing body. A check for a section 128 direction can be carried out using the Teacher Services' system. Where the person will be engaging in regulated activity, a DBS barred list check will also identify any section 128 direction.

Disqualification under Child Care Act – not included

This information is not needed for the single central record. Any relevant documents should be kept in the personal file of those for whom the guidance applies. This information is required and evidence of this should be shown on the check list included in the new HR recruitment, selection and induction policy

This applies to school staff who teach or provide childcare during and outside school hours for children up to the age of five or provide childcare in a school setting, but outside of school hours, for children up to the age of eight. The guidance doesn't apply to someone working with over-fives and under-eights if they are just teaching them. The guidance does not apply to the role of governors. It may apply to agency staff and volunteers.

Leavers

Staff who leave their role should be removed from the single central record as there is no legal reason to maintain this information in this format. Information can be kept in the individual's personal file.