

# SCHOOLS' SINGLE CENTRAL RECORD OF RECRUITMENT & VETTING CHECKS

## INTERIM GUIDANCE NOTE

SEPTEMBER 2009

### 1. Introduction

- 1.1 This guidance has been written to assist head teachers in interpreting the DCSF document 'Safeguarding Children & Safer Recruitment in Education', in relation to the Single Central Record, following numerous requests from schools for more clarity on this key aspect of any OFSTED inspection. This guidance aims to add to the DCSF document and should be read in conjunction with it. As the DCSF 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 DCSF guidance. This LBS guidance for schools is currently under development and this is an interim document. A further document will be produced following the questions and answers session that is due to be held this term with Peter Simpson and subsequent discussion at the next Local Safeguarding Children's Board in November 2009.

### 2. What is a single central record of recruitment and vetting checks?

- 2.1 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.

### 3. Why do I need to keep a single central record?

- 3.1 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.

### 4. How often should the record be updated?

- 4.1 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.

## **5. What information do I need to record on the single central record?**

5.1 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 e.g. a specialist sports coach.

5.2 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.e.g. those posts where a person must have QTS, NPQH, PGCE.
- Checks of permission to work in the UK.
- List 99 checks.
- CRB Enhanced Disclosure including the issue date and disclosure number.
- Further overseas criminal record checks where appropriate.e.g certificates of good conduct from relevant embassies or police forces.

5.3 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.

5.4 An example single central record format is attached in Appendix A.

## **6. What should be recorded for supply teachers?**

6.1 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.

6.2 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 CRB 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.

## **7. What about volunteers?**

- 7.1 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 DCSF guidance.
- 7.2 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.
- 7.3 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 CRB Disclosure check.
- 7.4 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 CRB check has been 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.
- 7.5 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.

## **8. Should I record pupils on work experience?**

- 8.1 According to the DCSF guidance para 4.23 a work experience student is not required to have a CRB check. Work experience students are in a similar category to ad hoc volunteers and therefore we would not advise that you are 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. For further advice on issues relating to work experience students this you should speak to the Sutton Education Business partnership

Team who support the majority of schools with work experience placements and other work related learning interventions. Of course due to the age of the work experience student and the fact that they are unlikely to have a CRB or list 99 check they must be properly supervised at all times and never left unsupervised with children at any time.

## **9. Should I include other public sector staff on the single central record in my school?**

### **9.1 Staff employed directly by the school.**

For staff employed directly by the school e.g. Technicians/ class room assistant 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 DCSF guidance.

### **9.2 Staff based at the school as a normal place of work but employed by another organisation.**

For public sector staff based at a school as their normal place of work, e.g. catering staff or relief caretakers who are employed by another organisation we would advise that the school place's these staff on your Single Central Record in accordance with para 4.50 bullet point 3 of the DCSF 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 DCSF 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 CRB 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.

### **9.3 Staff employed by other organisations who work **regularly** at the school.**

Individuals who visit the school on a regular basis such as NHS staff or transport in Special Schools who are employed by another organisation we would advise that the school place's these staff on your Single Central Record in accordance with para 4.50 bullet point 3 of the DCSF 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 DCSF 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 CRB 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.

9.4 Staff employed by other organisations who visit the school on a professional ad hoc basis

Individuals who visit the school on an ad hoc basis such as e.g. Advice and Inspection or HR staff from the local authority 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 ad hoc basis. It is not necessary for schools to see CRB 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.

9.5 People visiting the school on an ad hoc basis

Individuals who visit the school on an ad hoc basis such as e.g. guest speakers, religious leaders are not required to be checked by the school or be on the Single Central record as they are not a regular worker. We would advise the school when inviting guests that they 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.

**10. What should be recorded on the single central record for staff who started before March 2002?**

10.1 Schools are not required to ask existing staff, including those recruited before the establishment of the CRB i.e. before March 2002, to apply for a CRB Disclosure unless

- They have concerns about the person's suitability to work with children; or
- An individual moves to work that involves greater contact with children and their previous work did not require a CRB Enhanced Disclosure.

For those staff you should record on the single central record that the individual started prior to March 2002 and that a CRB check is not required.

**11. What should be recorded for staff or volunteers for whom a CRB check has not yet been completed?**

11.1 The current DCSF advice is that headteachers may undertake a risk assessment and allow individuals to start ahead of the result of a CRB check. However, at it's meeting on 29<sup>th</sup> July 2009 the London Safeguarding Childrens Board took the decision that the advice to schools for the future is that schools

should not start individuals ahead of the CRB 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 CRB 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.

## **12. 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 areas 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.**

## **13. What about staff who work in breakfast clubs and after school clubs and children's centres on school sites?**

- 13.1 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.

#### **14. Should I record taxi drivers who take children to and from school on a regular basis?**

- 14.1 You are advised to record these individuals on your single central record in accordance with para 4.50 bullet point 3 of the DCSF 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 DCSF 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 CRB 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.
- 14.2 When 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.

#### **15. What about peripatetic Music Teachers?**

- 15.1 Head teachers need to assess if these people are working at the school on a regular or ad hoc 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.

#### **16. Conclusion**

This guidance aims to help and guide head teachers in assessing who does and does not need to be placed on the single central record within the schools workforce. If in any doubt please telephone the CRB Disclosure Service on 0208 770 4402/4403.

**1 Are schools required to carry out repeat CRB Disclosure checks?**

The only individuals required to have repeat CRB 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.
- 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.

There is presently no requirement for other staff or volunteers in schools to have a repeat CRB check although some Local Authorities and schools have chosen to do so. However some OFSTED inspectors' view this as good practice and will question headteachers about this. If you are challenged by OFSTED inspectors on this issue you should state that this is not a requirement under the DCSF guidance Safeguarding Children and Safer Recruitment in Education and that currently schools within London Borough of Sutton have not taken a policy decision to repeat CRB checks.

**2. Is a CRB check necessary for everyone who visits or works in a school?**

- 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.
- Volunteers or parents who only accompany staff and children on one off outings or trips that do not involve overnight stays, or who only help at specific one off events e.g. a sports day, school fete, college open day.
- Secondary pupils on key stage 4 work experience in other schools, college's or nursery classes; secondary pupils undertaking work in another school or college as part of voluntary service, citizenship or vocational studies; or key stage 5 or sixth form pupils in connection with a short careers or subject placement. As part of their work experience they should be properly supervised at all times and never left unsupervised at any time.

- People who are on site before or after school or college hours 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 areas 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.

### **3. Do I need to see photographic evidence of identity?**

For staff you employ directly you need to see photographic evidence of identity where it is available. It is important to be sure that the person is who he or she claims to be. You must ask to see proof of identity such as birth certificate, driving licence or passport combined with evidence of address, before an appointment is made. Some form of photographic evidence should be seen except where for exceptional reasons none is available. If an individual does not have a passport or photo-style driving licence you should ensure that you see additional documents confirming identity as required by the Criminal Records Bureau. See the CRB website [www.crb.gov.uk](http://www.crb.gov.uk).

For individuals not employed directly by the school you should satisfy yourself that the necessary vetting and identity checks as required by the DCSF guidance have been carried out by checking with the employing authority where necessary. Confirmation that the named individual will be attending the school should be received prior to the visit and on arrival at school you should ask to see some evidence of identity. As stated previously staff employed by the Local Authority or PCT will be able to provide evidence of their identity by producing their organisation identity badge and this is sufficient. Where you have any reason to doubt an individual's identity you should make additional checks with their employing authority.

### **4. Can I accept a CRB Disclosure check from elsewhere when appointing an individual?**

You are not required to accept a CRB check from another organisation and may decide to carry out new CRB checks for all new staff.

At the head teacher's discretion, you can decide to accept a CRB check completed through another organisation providing that:

- You have seen the individual's original copy of the CRB Disclosure and
- It is less than 6 months old and

- It is for a post giving the same level of access to children and
- It is an Enhanced level CRB check and
- You have obtained the individual's consent to confirm the details of the check directly with the other organisation and
- You have received written confirmation from the organisation that carried out the check that there was no additional information revealed by the police and
- You have no other grounds for concern about the individual's suitability to work with children and young people.

This process is called portability.

**5. Why is a CRB Disclosure not always sufficient for those who have lived abroad?**

CRB Disclosures will not generally show offences committed by individuals whilst living abroad. Therefore in addition to CRB checks additional checks such as obtaining certificates' of good conduct from relevant embassies or police forces are necessary. The level of information contained in these certificates varies from country to country, some are complete extracts from the criminal record, and others are partial. and some countries do not provide certificates of good conduct.

Further information about the criminal record information from overseas police forces and countries is available from the CRB at [www.crb.gov.uk](http://www.crb.gov.uk).

**6. Should checks be carried out on 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 in these circumstances a CRB check is therefore not required. However, schools should ensure that arrangements are made with contractors, via the contract to make sure that any contractors' staff that may come into contact with children undergoes appropriate checks.

**7. Is a CRB Disclosure check necessary for everyone that visits or works in a school?**

It is not necessary to obtain a CRB Disclosure for visitors who will only have contact with children on an ad hoc or irregular basis for short periods of time, or secondary pupils undertaking voluntary work or work experience in other schools. However, it is good practice to ensure that visitors sign in and out, and are escorted whilst on the premises by a member of staff or an appropriately vetted volunteer.

Examples of people who do not need to apply for a CRB Disclosure include:

- Visitors who have business with the head teacher, bursar or who have brief contact with children with a member of staff present
- Visitors or contractors who come onto site only to carry out emergency repairs or service equipment and who should not be left unsupervised whilst on school premises.
- Volunteers or parents who only accompany staff and children on one off outings and trips that do not involve overnight stays or only help at one off events e.g. sports day, school fair. These volunteers should not be left unsupervised but should be matched up with a suitably vetted individual.
- Secondary pupils on key stage 4 work experience in other schools or undertaking work in another school as part of voluntary service, citizenship or vocational studies, key stage 5 or sixth form pupils in connection with short careers or subject placement. In these cases the school placing the pupil should ensure that s/he is suitable for the placement in question and that adequate supervision is in place.
- People who are on site before or after the school hours and when children are not present. e.g. cleaners who only come in before/after the children arrive/depart.

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