

Normanby Primary School

Normanby Primary School Policy on the maintenance of the Single Central Record (SCR)

JULY 2011 (V 2 SEPTEMBER 2012)

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HEAD TEACHER

INTRODUCTION

Normanby Primary School is required to have a single central record of recruitment and vetting checks covering all staff and others identified by the school as having regular contact with children or unsupervised access to children. *DCSF suggested that 'regular' means more than once a month, or overnight.*

Safeguarding is considered by Governors to be of the highest importance to the School and additionally it is known to be a limiting factor in Ofsted inspections and it is therefore essential that all the safeguarding requirements are met. The single central record is only one element of the safeguarding arrangements, but it is a crucial element and as such it is important that it is in order and that there are no gaps in the information recorded.

The information relating to the single central record is contained in the document 'Safeguarding Children and Safer Recruitment in Education -January 2007'. This Policy is based upon that document, together with the guidance given to Ofsted inspectors, (Briefing for section 5 inspectors on safeguarding children January 2010) and information provided by Head Teacher unions to their members. *It will be reviewed in light of the changes introduced September 2012 as guidance becomes available.*

At our most recent Inspection May 2010 procedures were found to be fully in place and effective.

The day to day operation of the Policy will lie with the School Bursar. The Bursar will maintain and store the register in a secure place.

REQUIREMENTS

Head Teacher will provide on request by the Governing Body or other agency a comprehensive 'Single Central Record' (SCR) which would include the following:

- Names and details of all staff, teaching and non teaching (including temporary staff, supply staff and volunteers).
- Show the date individuals commenced work in school
- Record the names, addresses and dates of birth of all members of staff including those staff who have regular contact with our children are employed for example by the local authority or health trusts (*it is been deemed sufficient for the school to seek written confirmation that appropriate checks have been carried out, when and by whom for staff who are not employed directly by the school; and these details should then be recorded on the SCR*).
- Show that individual identity checks have been made recording the date of the check and who carried it out. Documents of identity do not need to be retained after they have been witnessed.
- School to evidence that supply staff employed by Normanby Primary have undertaken the necessary criminal record bureau (CRB) check. *Supply teaching agencies are required to ensure that they obtain an enhanced disclosure for all supply teachers they*

recruit, before placing them in a school. Normanby Primary School must have confirmation in writing from the agency that the correct checks have taken place. The school does not have to see these checks unless there is information contained in the CRB disclosure. The school must carry out identity checks to confirm that the individual who arrives at the school is the person whom the agency has provided. The single central record will show the date on which this check was made and by whom it was carried out. Supply staff employed directly by the school follow the vetting process required for all school staff.

- The SCR will make reference to individual qualifications legally required for the staff position. It should also evidence who checked the qualifications, the date and who carried it out. It is a statutory requirement that candidates for interview provide their essential qualifications prior to the interview taking place. *(It is sufficient to record for example that a teacher holds QTS rather than the actual qualification checked but Human Resources would advise wherever possible that the actual qualification is entered).*
- The SCR will show staff that have been checked against the Children's List (List 99) and the date of the check and who carried it out. (NB: if a staff member has an enhanced CRB check in place they have been List 99 checked).
- The SCR shows that all staff employed since March 2002 have an enhanced CRB check. There a record of the person and date when the school were notified by the local authority.
- The single central record will contain evidence of 'the right to work' for those who are not nationals of a European Economic Area country. It will show the date when the school saw this 'right' and the name of the person to whom it was shown.
- The single central record could refer to an overseas criminal record check having been made, the date on which a response to these checks was received and who in school saw them. In addition to an enhanced CRB disclosure additional checks such as obtaining certificates of good conduct from relevant embassies or police forces are necessary.

ADDITIONAL INFORMATION

- Good practice would suggest volunteers including Governors who have regular contact or unsupervised access with children should have an enhanced CRB check.
- There is no requirement for all Governors to obtain a CRB disclosure. There is also no present statutory requirement for appointment procedures to confirm evidence of identity, though not to do so would fall short of best practice. An enhanced disclosure should be obtained for governors who have regular contact or unsupervised access to children or who work in the presence of children. A CRB check should be requested if there are any grounds for uncertainty about the suitability of a governor. Others are asked to sign a declaration of their suitability.
- Governing Bodies continue to be responsible for extended school activities on the school site before and after school, unless they have a 'transfer of control agreement' so that other bodies are responsible during the times specified. In the latter case,

governors should seek assurance that these other bodies have appropriate policies in place to safeguard children. Where a third party is running extended services, there should be a written agreement setting out responsibility for vetting checks, health and safety, insurance cover and the like.

- Inspectors do not have to show their CRB disclosure to Normanby Primary School however the checking of their identity on arrival is an essential requirement.

Entry of information on the single central record

This information will be entered by the Bursar (S Hall) or in their absence the Head teacher. They will then sign and date the register to verify that they have checked the employee's or volunteer's details and this will be countersigned by the Head teacher if required.

Guidance received from the Local Authority regarding portability of CRB checks, and adopted by School.

'The CRB no longer facilitates portability; therefore you would not be subject to information that the organisation who has performed the CRB check has and this is not transferable. You may be presented with a CRB check completed by a different organisation within the recruitment stages and this could form the basis of your risk assessment within the exceptional circumstances form whilst you are waiting for the CRB information to be returned to satisfy yourself that the successful applicant is safe to work with children. However the older a check the less reliable the information is, as the information it contains may not be up to date and there may have been additional information you would not have been party to – potential soft information that is divulged by the local police force and which is received separate to the CRB documentation. Information revealed through a CRB check always reflects the information that was available at the time of its issue. '

Further information regarding the operation of this Policy will be sought from the Local Authority as detailed below:

Further advice is available from the Human Resources Advisory Section

Nicola Lane, Assistant HR Advisor for Normanby Primary 01642 444456