



# SINGLE CENTRAL RECORD POLICY



**FEBRUARY 2022**

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<b>Next review</b>	February 2023	

## Single Central Record

Brackenfield School must maintain a Single Central Record of pre-appointment checks, referred to in the KCSiE 2021 and ISI (Part 4) commentary as the register and more commonly known as the Single Central Record.

The Single Central Record must cover the following people

- All staff
- Teacher trainees on salaried routes
- Agency and third-party supply staff who work at the school
- All members of the proprietor body

The bullet points below set out the minimum information that must be recorded in respect of staff members (including teacher trainees on salaried routes). The Single Central Record must indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained:

- An identity check, identification checking guidelines can be found on the GOV.UK website
- A barred list check
- An enhanced DBS Check/Certificate
- A prohibition from teaching check
- Further checks on people who have lived or worked outside the UK, this would include recording checks for those European Economic Area (EEA) Teacher sanctions and restrictions
- A check of professional qualifications, where required
- A check to establish the person's right to work in the United Kingdom. In addition:
- Colleges must record whether the person's position involves 'relevant activity', i.e., regularly caring for, training, supervising or being solely in charge of persons aged under 18
- A section 128 check (for management positions)
- In line with the new Education and Training Act 2021, best practice is checking the name on their birth certificate, this has been introduced from 1st September 2021 onwards.

For agency and third-party supply staff, schools and colleges must also include whether written confirmation has been received that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, and the date that confirmation was received and whether any enhanced DBS certificate check has been provided in respect of the member of staff.

The Single Central Record for Brackenfield School is kept in electronic form with the ability to produce a paper copy in line with Part 4 of the Schedule to the Education (Independent School Standards) Regulations 2014.

Individuals who have lived or worked outside the UK must undergo the same checks as all other staff in schools or colleges. In addition, Brackenfield School must make any further checks they think appropriate so that any relevant events that occurred outside the UK can be considered. The Home Office guidance on criminal records checks for overseas applicants can be found on GOV.UK.

## Peripetetic Teachers & Activity Session Leaders

Brackenfield School is responsible to ensuring that all Peripetetic staff including Activity Leaders under go the same checks as all School staff do, and is the responsibility of the school to carry out these checks including enhanced DBS, Barred List check, Prohibition check, Identification checks, references etc. If a Peri or Activity Leader is part of a third party organisation, Brackenfield School

will gain the appropriate confirmation that all checks are in place. These details will be entered onto the SCR.

### **Agency and Third-Party Staff (Supply Staff)**

Brackenfield School must obtain written notification from any agency, or third-party organisation they use that the organisation has carried out the checks (in respect of the enhanced DBS certificate, written notification that confirms the certificate has been obtained by either the employment business or another such business), on an individual who will be working at Brackenfield School. Where the position requires a barred list check, this must be obtained by the agency or third party prior to appointing the individual. Brackenfield School must also check that the person presenting themselves for work is the same person on whom the checks have been made.

### **Trainee or Student Teachers**

Brackenfield School does not take part in ITT. However, if this changes the policy will be reviewed in line with guidance.

### **Existing Staff**

If Brackenfield School has concerns about an existing staff member's suitability to work with children, the school should carry out all relevant checks as if the person were a new member of staff. Similarly, if a person working at Brackenfield School moves from a post that was not regulated activity into work which is considered to be regulated activity, the relevant checks for that regulated activity must be carried out.

Brackenfield School have a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- The harm test is satisfied in respect of that individual
- The individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence, the individual has been removed from working (paid or unpaid) in regulated activity, would have been removed had they not left

The DBS will consider whether to bar the person. Referrals should be made as soon as possible, and ordinarily on conclusion of an investigation, when an individual is removed from working in regulated activity, which could include being suspended, or is redeployed to work that is not regulated activity.

Where a Teacher's employer, including an agency, dismisses or ceases to use the services of a Teacher because of serious misconduct, or might have dismissed them or ceased to use their services had they not left first, they must consider whether to refer the case to the Secretary of State, as required by sections 141D and 141E of the Education Act 2002. The Secretary of State may investigate the case, if s/he finds there is a case to answer, must then decide whether to make a prohibition order in respect of the person.

### **Volunteers**

Under no circumstances should a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity. Volunteers who, on an unsupervised basis teach or look after children regularly or provide personal care on a one-off basis in schools and colleges, will be in regulated activity.

The school or college should obtain an enhanced DBS certificate (which should include barred list information) for all volunteers who are new to working in regulated activity. Existing volunteers in regulated activity do not have to be re-checked if they have already had a DBS check (which includes barred list information). However, Brackenfield School may conduct a repeat DBS check (which should include barred list information) on any such volunteer should they have concerns.

There are certain circumstances where schools and colleges may obtain an enhanced DBS certificate (not including barred list information), for volunteers who are not engaging in regulated activity. This is set out in DBS workforce guides, which can be found on GOV.UK, employers are not legally permitted to request barred list information on a supervised volunteer as they are not considered to be engaged in regulated activity.

Brackenfield School should undertake a Risk Assessment and use their professional judgement and experience when deciding whether to obtain an enhanced DBS certificate for any volunteer not engaging in regulated activity.

In doing so they should consider:

- The nature of the work with children
- What the establishment knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers
- Whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability
- Whether the role is eligible for an enhanced DBS check. Details of the Risk Assessment should be recorded.

It is up to Brackenfield School to determine whether a volunteer is considered to be supervised. In making this decision, and where an individual is supervised, to help determine the appropriate level of supervision, schools must have regard to the statutory guidance issued by the Secretary of State (replicated at Annex F). This guidance requires that, for a person to be considered supervised, the supervision must be:

- By a person who is in regulated activity
- Regular and day to day
- “reasonable in all the circumstances to ensure the protection of children.” The DBS cannot provide barred list information on any person, including volunteers, who are not in, or seeking to engage in regulated activity.

Brackenfield School is an independent school and is owned by Forfar Education, the Chairman of Brackenfield School Governing Body is Mr John Forsyth. Before an individual becomes either the proprietor of an independent school, the Secretary of State will:

- Carry out an enhanced DBS check, where such a check is made, obtain an enhanced DBS certificate (either including or not including barred list information as appropriate)
- Confirm the individual’s identity
- If the individual lives or has lived outside of the UK, where making an enhanced check is insufficient, such other checks as the Secretary of State considers appropriate.

## Contractors

Brackenfield School ensure that any external contractor, or any employee of the contractor, who is to work at the school 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 several 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.

Brackenfield School is responsible for determining the appropriate level of supervision depending on the circumstances. If an individual working at Brackenfield School is self-employed, the school will consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account. Brackenfield School will always check the identity of contractors and their staff on arrival at the school.

## Visitors

Brackenfield School does not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors (for example children's relatives or other visitors attending a sports day). The Teacher in Charge should use their professional judgment about the need to escort or supervise visitors.

<b>Name of policy</b> Single Central Register Policy	<b>Policy reviewed/amended date</b>
<b>Original policy date</b> <b>February 2022</b>	<b>Current version</b> <b>1</b>
<b>Date of new review</b> March 2023	