

Thornton Primary School
Thornton Road,
Birmingham,
B8 2LQ.

19th June 2015

Dear Hameeda,

Thank you for meeting with me and giving me the opportunity to review your Single Central Record (SCR) and safeguarding information. I hope you found the time spent beneficial.

I am able to outline that you hold a comprehensive SCR.

I detailed that the SCR is a confidential document and must be password protected, with limited access on a shared drive and this was confirmed to me.

We discussed the completion of prohibition checks for new teaching staff since April 2014 and the importance of ensuring all are checked prior to employment, this was evidenced to me.

I confirmed that the Barred List/List 99 is checked when a DBS check is carried out for all your employees, so the clearance column and barred list column should mirror each other.

We discussed the Childcare Disqualification Regulations and I confirmed new guidance had been issued from the DfE in Feb 2015. Office staff, caretakers and cleaning and catering staff do not need to complete the declaration. I am aware that you have removed these from files. Please note N/A on your SCR for those categories of staff.

Here is the link

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/407788/disqual_stat-guidance_Feb_15.pdf

In terms of right to work, the documents that need to be recorded are passports or a full version of the UK birth certificate in conjunction with NI evidence. The right to work evidence you have copied must always be **signed and dated**. The right to work evidence should be retained for 2 years after then employee has left and then destroyed.

I am able to outline to you what I would expect to see on a personnel file i.e. application form, 2 written references, a medical clearance, qualifications depending on the job requirement, the DBS clearance for e.g. confirmation from E-bulk (DBS online system), copies of right to work evidence, signed and dated, overseas declaration and Childcare Disqualification Regulations declaration (if applicable to the role). I reviewed sample files and can confirm the correct information is held.

The employee who is subject to immigration control is listed on your SCR and I have copies of the documentation.

We discussed the overseas declaration form. If you have an individual who has been out of the country in the last 5 years for 3 months or more, then it is their responsibility to supply you with a Certificate of Good Conduct or equivalent. Within this section on your SCR please complete N/A if the employee does not meet the criteria.

With regards to medical clearances, I can confirm the requirement is to ensure all staff are cleared prior to employment, with written evidence on their file.

The following dates that you need to work to are:

Right to work: Detail from 1998 onwards

Qualifications: Detail from 2007 onwards

References: Detail from 2007 onwards.

Medicals: Detail from 2007 onwards.

Prohibition checks: Detail from April 2014 onwards.

If the employee has started before these dates then note 'Pre' and the date I have listed above.

In terms of recording on your SCR, the requirement is to note all visitors to the school who visit either once a week or 3 times in 30 days. Any less than this, there is no need to record. If the individual no longer works at the school/visits then remove them and place on the leavers tab. I recommend keeping employee leavers for 2 academic years and other visitors to the school for 1 year.

The SCR is a working document, subject to continual change depending on who visits and meets the 3 times in 30 days criteria.

In terms of ID checking, all visitors to the school should have ID checked. I would expect a visitor to show you ID in the form of photographic evidence from the company they are employed by. There is no requirement to copy ID when it has been presented to you.

We had a lengthy discussion about portability of DBS clearances. If you use portability for DBS checks, please remember the importance of ensuring that there is not a gap of 3 months or more in employment history and references support the application. I will attach a form for you to use.

Here is a link to the DBS update service should you require any further information –

<https://www.gov.uk/dbs-update-service>

Risk assessments are required if a DBS is in progress or the individual does not have a clearance, or has a positive disclosure.

The references form part of the pre-employment checks and should be obtained as soon as you know you intend to interview a candidate. Obtaining a written reference after you have offered employment could get the school into difficulties. It was clearly demonstrated that you have references for your employees.

I recommended that audits take place of the SCR on a monthly basis and the findings feedback into your GB meetings. I will email a template document for you to work with when carrying out the audits. Please feel free to amend/adapt it as required.

If you require any further assistance, please do not hesitate to contact me.

Yours sincerely

Ellen Osborne
Team Manager and work place mediator
Schools HR Services
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