



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

15 October 2018

Dear Hameeda and Tracey,

Thank you for the opportunity review your comprehensive Single Central Record (SCR) / safeguarding information.

I am able to confirm your SCR is the standard Local Authority template and has been updated to comply with the current statutory requirements 2018. Access to the SCR document is limited to 2 employees.

The prohibition and EEA sanctions are clearly listed on the SCR with evidence on the files to support. I am aware you claim and disown your teachers.

Right to work checks have been carried out and detailed on the SCR. There are 2 x EU Nationals (Netherlands/Italy), 2 x Pakistani Nationals with settlement granted, 1 x Jamaican National with limited leave to remain (2020) and all remaining employees are UK Nationals. I was able to review sample files to ensure that the right to work information held met the legislative criteria.

As you have employees from the EU here is a useful link that will support you.

https://www.gov.uk/government/publications/eu-settlement-scheme-employer-toolkit?utm_source=9fa1b068-1fe4-4cd3-9d38-f869f06b2d43&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

All employees have DBS clearances in place, regardless of their start date. This was evidenced on the SCR. I can outline there is no statutory requirement to renew DBS checks, unless cause for concern or a break of service of 3 months or more.

Action point: detail in the relevant policy '*Thornton Primary School will carry out a new DBS clearance when recruiting or use portability if the DBS is within 12 months and all other criteria are met. The only other time a DBS will be carried out is in line with the statutory requirements; cause for concern or a break in service of 3 months or more.*'



The DfE have amended the Disqualification under the Childcare Act 2006 (<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006>)

I am able to confirm under the current guidance there is no requirement for employees to re-sign the declaration on an annual basis. Reminders must be given to ensure that any changes to circumstances are notified immediately. Only those employees who fall within the regulations should sign the declaration. As you have no pupils age 5 and under, you are working to the 7 years and under before / after school regulations. **Action point:** ensure that new employees from 09.2018 sign the amended declaration form. Please do not remove the column from your SCR as it is still a required check.

We discussed overseas checks and evidence was clearly held on file to support; certificate of good conduct from Thailand.

I sampled 4 files for employees recently recruited:

- M Akhtar
- H Butt
- N Dirwan
- S Sofia

Files remain comprehensive; information was easy to locate within in them. Two references were seen on the files and supported the application forms that had been completed.

There are 4 x employees listed who are safer recruitment trained on the SCR, within the last 5 years. **Action point:** through conversation I am aware others are trained, please add to the SCR.

Medical clearances are completed via Occupational Health and evidence was clearly seen. We discussed the use of Medigold as an alternative provider for medical clearances.

10 x members of the Governing Body (GB) are listed on the SCR with DBS clearances and a Section 128 check, including staff, meeting the new statutory requirements.

There are 5 x volunteers listed on the SCR with DBS clearances. I am attaching a risk assessment form that you may find useful/consider using to support a robust process. I believe you are going to be recruiting/interviewing more volunteers, ensure you verify where they say they are working and obtain character references.



I understand that internal audits of the SCR take place. **Action point:** ensure those auditing review sample employee files and record this. I am re-booked to audit the SCR in October 2019.

If you require any further assistance, please do not hesitate to contact me. I look forward to continuing to support/work with you.

Yours sincerely

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