

Single Central Record

Identity				Qualifications		DBS Checks		Prohibition from Teaching Check	s128 Management Check	Right to work in UK	Overseas Checks	
Name	Address	Date of Birth	Evidence Seen and Date	Qualifications Req'd (Y/N)	Qualification Evidenced and Date	DBS Enhanced Check	Barred List Check (date)	Check completed (date)	Check completed (date)	Evidence Seen and Date	Evidence Seen and Date	EEA Restrictions Check

Source: *Keeping Children Safe in Education (2016) paragraphs 112 and 113*

Note that the s128 Management check is only need for academies, free schools and independent school.

The Single Central Record must show:

- all staff (including supply staff and teacher trainees on salaried routes) who work at the school: in colleges, this means those providing education to children;
- all others who work in regular contact with children in the school or
- college, including volunteers;
- in maintained schools and independent schools (including academies and free schools), all members of the governing body
- the proprietors in proprietor-led schools

The relevant checks to include are:

- an identity check;
- a barred list check;
- an enhanced DBS check;
- a prohibition from teaching check (see below)
(NB This is **not** the same as a barred list check);
 - a prohibition check must be made for anyone undertaking 'teaching work' (with or without Qualified Teacher Status);
 - whilst not statutory, a prohibition from teaching check **may** be made for teaching assistants to ensure they are not a prohibited teacher
- further checks on people living or working outside the UK, including any restrictions placed on teachers from the European Economic Area (EEA*);
(*EEA is all EU countries, plus Iceland, Liechtenstein, and Norway)
- a check of professional qualifications;
- a check to establish the person's right to work in the United Kingdom; and
- in Independent schools (including academies and free schools), a section 128 prohibition check for people in management positions.

Entries in the SCR must be evidenced by the person making the checks, but there is no requirement for a signature.

Retention of DBS Certificates

To comply with the Data Protection Act, schools and colleges should not retain copies of DBS certificates for longer than six months. [However, copies of other documents may be retained, eg. passport, driving licence, right to work information, professional qualifications.

Agency Staff and Contractors

It is expected that the organisation supplying the worker has undertaken appropriate checks and sent written notification to the school. Schools must take steps to ensure that the worker coming into the school, is the person for whom the check has been made.

Student Teachers

Where student teachers join the payroll of the school, the school must complete all checks. For all other student teachers, the initial teacher training provider must carry out the appropriate checks.

Notes

See guide at Direct Gov website 'Providing identity documents for criminal record checks' www.safeguardinghandbook.co.uk/id

Photo Id – Passport, Driving Licence (both photo-card and paper counterpart)

Proof of address - utility bill, valid within last 3 months. (No mobile phone bills)

Proof of Qualifications – original certificates

Proof of QTS – check with National College for Teaching and Leadership

National College for Teaching and Leadership (Telephone: 0300 7900225)

Email: qts.enquiries@education.gsi.gov.uk

Prohibition Order check - Employer Access Online Service (Teachers only)

www.safeguardinghandbook.co.uk/teacherservices

Overseas Checks should be undertaken for individuals who have been out of the UK according to the school or HR provider's policy. In many cases, checks will be completed for people who have lived/worked overseas for 3 months or more in the last 10 years. It is their responsibility to obtain a Certificate of Good Conduct.

www.safeguardinghandbook.co.uk/overseas

For UK citizens working overseas, International Child Protection Certificates (UK) can be obtained. For more information, go to www.safeguardinghandbook.co.uk/icpc

Resources

Disclosure and Barring Service: www.safeguardinghandbook.co.uk/dbs

EU passport designs can be checked at www.safeguardinghandbook.co.uk/prado

Right to Work information: www.safeguardinghandbook.co.uk/illegalwork

Right to work evidence must be signed and dated. It should be kept for at least two years after the person has left and then destroyed.

Overseas Checks – www.safeguardinghandbook.co.uk/overseas

Prohibition checks for people undertaking ‘teaching work’

Keeping Children Safe in Education (from September 2016) says:

Governing bodies and proprietors must act reasonably in making decisions about the suitability of the prospective employee based on checks and evidence including: criminal record checks (DBS checks), barred list checks and prohibition checks together with references and interview information. (Paragraph 86)

In addition to obtaining the DBS certificate described, anyone who is appointed to carry out teaching work will require an additional check to ensure they are not prohibited from teaching. (Paragraph 91)

What are teacher prohibition orders?

Teacher prohibition orders prevent a person from carrying out teaching work in schools, sixth form colleges, 16 to 19 academies, relevant youth accommodation and children’s homes in England.

(Source: The Teachers’ Disciplinary (England) Regulations 2012)

What is ‘teaching work’?

Teaching work means carrying out the following activities:

- (a) planning and preparing lessons and courses for pupils;
- (b) delivering lessons to pupils, including online or distance learning;
- (c) assessing the development, progress and attainment of pupils; and
- (d) reporting on the development, progress and attainment of pupils.

It is not ‘teaching work’ if the person carrying out the work does so under the direction of a teacher, for example, work undertaken by teaching assistants or volunteers.

(Source: The Teachers’ Disciplinary (England) Regulations 2012)

Isn't everyone carrying out 'teaching work' a qualified teacher?

No. Qualified Teacher Status (QTS) is not a statutory requirement to teach in independent schools and free schools; and since November 2012 teachers in academies do not have to have QTS.

Which organisations need to check whether someone is Prohibited from teaching?

The following organisations must carry out this check and record they have done so on the Single Central Record:

Maintained Schools

Pupil Referral Units

Independent schools

Academies

Free Schools

Non-maintained special schools

Sixth Form Colleges

The check is not required for staff in Further Education colleges.

How do I complete the prohibition from teaching check?

The prohibition from teaching check is completed by going to NCTL Teacher Services www.safeguardinghandbook.co.uk/teacherservices

Single Central Record

Single Central Record Checklist (Minimum expectations)

(Tick)

Name of person	
Address	
Date of Birth	
Evidence of ID (inc. photograph)	
Qualification(s) Required	
Qualification(s) Evidenced and Date Checked	
DBS Enhanced Check and Date Received (not statutory to record number)	
Barred List Check (only if in Regulated Activity) and Date Received	
Prohibition Check (Teachers/People with QTS) Date Checked	
Right to Work in UK Date Checked	
Overseas Checks needed/undertaken. Type and Date.	
Restriction check for teachers who have worked in EEA countries	
s128 Prohibition Check for management positions in Independent schools (Free and Acad.)	

Useful to record

Start date	
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Single Central Record (People to include) (In Excel, usually on a separate tab)

Teachers	
Support Staff	
Admin Staff	
Premises Staff	
Governors/Proprietors/Trustees	
Volunteers	
Agency Staff (working in the school for a 'reasonable' length of time)	
Contractors	
Student teachers (if on the school's payroll)	
Additional instructors/coaches/etc	

Notes

Make sure there are no gaps. Enter 'Not applicable', or another relevant phrase.	
SCR must be current. Archive onto a separate tab or delete people who have left.	
SCR must include Enhanced Check/Barred List for people appointed after 2006.	
No need for Enhanced Check or Barred List for people appointed prior to March 2002.	
SCR should record, what has been seen, when it was seen and by whom it was seen.	

Some schools also record on the SCR (Not statutory)

Disqualification by Association	
Safer Recruitment Training	
References (2) (Checked and Date Received)	

Checked by:

Date: