



Plymouth Catholic Schools Trust Multi Academy Trust Notice 1710

TITLE: School Staffing and the Single Central Record

Introduction

To ensure clarity and consistency, outlined below are details on the Single Central Record, a range of employment checks, DBS information and the Plymouth CAST Single Central Record Template.

Single Central Record

All the required checks can be found in Keeping Children Safe in Education. The government published a new guidance document in February 2017, 'Staffing and employment: advice for schools'; this document replaces 'Guidance on Managing Staff Employment in Schools' (2009). There is a dedicated section in 'Staff and Employment' about safeguarding, and this succinctly brings all the guidance about background checks into one place (pages 1 - 10, and 12 - 17).

Download: Staffing and employment: advice for schools (2017)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/594126/Staffing_and_employment_advice_for_schools_Feb_2017.pdf

Prohibition Checks

Many schools nationally are still not completing prohibition checks on their teachers and this is a serious oversight. Although this check is for teachers, it is sensible to complete the checks for others who apply for posts in your school, as it is possible that a prohibited teacher may not reveal they have been a teacher in the past. Ofsted and the DfE are happy for schools to do the prohibition check on non-teacher posts, as long as the school makes it clear in their recruitment policy and associated materials.

Here is a video to explain how to do the Prohibition check, which you can find here:

<https://www.safeguardingschools.co.uk/complete-prohibition-checks-including-s128-check/>

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Teacher Services

Teacher Services is the place to go to complete the teacher checks, and a full explanation of the site can be found here: <https://www.gov.uk/guidance/teacher-status-checks-information-for-employers>

Keeping DBS Certificates and other ID documents

One question that frequently comes up is whether copies of DBS checks may be kept in personnel files. Copies of all the documents used to verify identity should be kept whilst the person is employed, but any copies of the DBS certificate must not be kept longer than six months. Keeping Children Safe in Education (2016) says, 'To help schools and colleges comply with the requirements of the Data Protection Act, when a school or college chooses to retain a copy, it should not be retained for longer than six months. A copy of the other documents used to verify the successful candidate's identity, right to work and required qualifications should be kept for the personnel file (paragraph 113).

Retention of Files: Toolkit for Schools

The Information and Records Management Society has produce a toolkit for schools setting out retention times for a wide range of records that school hold. The 2016 toolkit can be found here: https://irms.site-ym.com/resource/collection/8BCEF755-0353-4F66-9877-CCDA4BFEEAC4/2016_IRMS_Toolkit_for_Schools_v5_Master.pdf

Single Central Record Template

We will be providing a Plymouth CAST Single Central Record Template that must be used by all schools from September 2017. This will be issued to all administrators and available at any time from the CAST Website in the Policy section.

Further Information

If you have any questions or queries related to this, please email safeguarding@plymouthcast.org.uk

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