



# Harrietsham Church of England Primary School

## Safer Recruitment Policy

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# Harrietsham Church of England Primary School

## Safer Recruitment Policy

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## **School Context:**

### **Harrietsham CEP Vision Statement**

*We are a warm, welcoming, and inclusive school rooted in our rural community. Like the mustard seed we grew from tiny beginnings and our branches are now spread wide –providing support and taking our values beyond the school gates. All those in our community feel safe and nurtured - able to flourish and grow academically, spiritually, emotionally and physically to achieve their full God-given potential.*

### **“Nurtured we flourish”**

We are a nurturing school. As such we believe in, and follow, **The Six Principles of Nurture** in all of our practice.

1. Children’s learning is understood developmentally.
2. The classroom offers a safe base.
3. The importance of nurture for the development of wellbeing.
4. Language is a vital means of communication.
5. All behaviour is communication.
6. The importance of transition in children’s lives.

### **Our Values**

The roots of our vision are in the parable of the Mustard Seed.

*‘The kingdom of heaven is like a mustard seed, which a man took and planted in his field. Though it is the smallest of all seeds, yet when it grows, it is the largest of garden plants and becomes a tree, so that the birds come and perch in its branches’.*  
**Matthew 13 31-32**

In order to grow and reach our potential, everything that we do in school is driven by our vision and underpinned by our core Christian values of:

### **Love, Fellowship and Forgiveness**

**This policy should be read alongside Section 8 of our Child Protection and Safeguarding Policy.**

## Recruitment and selection process

The recruitment steps outlined below are based on part 3 of Keeping Children Safe in Education 2025.

To make sure we recruit suitable people, we will ensure that those involved in the recruitment and employment of staff to work with children have received appropriate safer recruitment training.

We have put the following steps in place during our recruitment and selection process to ensure we are committed to safeguarding and promoting the welfare of children.

## Advertising

When advertising roles, we will make clear:

- Our school's commitment to safeguarding and promoting the welfare of children.
- That safeguarding checks will be undertaken.
- The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children.
- Whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If the role is exempt, certain spent convictions and cautions are 'protected', so they do not need to be disclosed, and if they are disclosed, we cannot take them into account.
- Include a copy of, or link to, our child protection and safeguarding policy and our policy on the employment of ex-offenders.
- We will include the below statement:

*Harrietsham Church of England Primary School is committed to safeguarding and promoting the welfare of children. Any appointment will be subject to a satisfactory enhanced DBS, barred list check and references, along with other relevant employment checks. Shortlisted candidates will be subject to online checks following Keeping Children Safe in Education 2025. The interviewee will also be asked questions relating to the safeguarding of children. Our Safeguarding Policy is available on the school website.*

*We are committed to safeguarding and promoting the welfare of all our students. You are advised that this post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 and therefore this post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service (DBS). Please be aware that schools are also required to undertake online recruitment checks on shortlisted candidates under changes to Keeping Children Safe in Education.*

## Application forms

Our application forms will:

- Include a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity).

## Shortlisting

Our shortlisting process will involve at least 2 people and will:

- Consider any inconsistencies and look for gaps in employment and reasons given for them.
- Explore all potential concerns.

Once we have shortlisted candidates, we will ask shortlisted candidates to:

- Complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage.

The information we will ask for includes:

- If they have a criminal history.
- Whether they are included on the barred list.
- Whether they are prohibited from teaching.
- Information about any criminal offences committed in any country in line with the law as applicable in England and Wales.
- Any relevant overseas information.
- Sign a declaration confirming the information they have provided is true (we ask all shortlisted candidates to sign in person at interview stage).

We will also consider carrying out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online. Shortlisted candidates will be informed that we may carry out these checks as part of our due diligence process.

## Seeking references and checking employment history

We will obtain references before interview, wherever possible. Any concerns raised will be explored further with referees and taken up with the candidate at interview.

When seeking references we will:

- Not accept open references.
- Liaise directly with referees and verify any information contained within references with the referees.
- Seek at least two references.
- Ensure at least one reference is from the candidate's current employer and completed by a senior person. Where the referee is school based, we will ask for the reference to be confirmed by the Headteacher as accurate in respect to disciplinary investigations.
- Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed.
- Secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children.
- Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate.
- Resolve any concerns before any appointment is confirmed.

## Interview and selection

When interviewing candidates, we will:

- Probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask candidates to explain this.
- Explore any potential areas of concern to determine the candidate's suitability to work with children.
- Record all information considered and decisions made.

## Pre-appointment vetting checks

We will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

## New staff

All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks.

When appointing new staff, we will:

- Verify their identity.
- Obtain (via the applicant) an enhanced DBS certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will obtain the certificate before, or as soon as practicable after, appointment, including when using the DBS update service. We will not keep a copy of the certificate for longer than 6 months, but when the copy is destroyed we may still keep a record of the fact that vetting took place, the result of the check and recruitment decision taken.
- Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available.
- Verify their mental and physical fitness to carry out their work responsibilities.
- Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards.
- Verify their professional qualifications, as appropriate.
- Ensure they are not subject to a prohibition order if they are employed to be a teacher.
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK.

These could include, where available:

- For all staff, including teaching positions: [criminal records checks for overseas applicants](#).
- For teaching positions: obtaining a letter from the professional regulating authority in the country where the applicant has worked, confirming that they have not imposed any sanctions or restrictions on that person, and/or are aware of any reason why that person may be unsuitable to teach.

We will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we take a decision that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment on the individual's personnel file. This will include our evaluation of any risks and control measures put in place, and any advice sought.

**Regulated activity** means a person who will be:

- Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children; or
- Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not.

## Existing staff

We are signed up to the DBS update service.

In certain circumstances we will carry out all the relevant checks on existing staff as if the individual was a new member of staff.

These circumstances are when:

- There are concerns about an existing member of staff's suitability to work with children; or
- An individual moves from a post that is not regulated activity to one that is; or
- There has been a break in service of 12 weeks or more.

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- We believe the individual has engaged in [relevant conduct](#); or
- We believe the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence, under the [Safeguarding Vulnerable Groups Act 2006 \(Prescribed Criteria and Miscellaneous Provisions\) Regulations 2009](#); or
- We believe the 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left.

## Agency and third-party staff

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

## Contractors

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check (this includes contractors who are provided through a PFI or similar contract).

This will be:

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- An enhanced DBS check with barred list information for contractors engaging in regulated activity.
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children.

We will obtain the DBS check for self-employed contractors.

We will not keep copies of such checks for longer than 6 months.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

We will check the identity of all contractors and their staff on arrival at the school.

For self-employed contractors, such as music teachers or sports coaches, we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

## **Trainee/student teachers**

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

In both cases, this includes checks to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

## **Volunteers**

We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity.
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity.
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment.
- Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

## **Governors**

All governors will have an enhanced DBS check without barred list information.

They will have an enhanced DBS check with barred list information if working in regulated activity.

All governors will also have a section 128 check (as a section 128 direction disqualifies an individual from being a maintained school governor).

## **Staff working in alternative provision settings**

Where we place a pupil with an alternative provision provider, we obtain written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working there that we would otherwise perform.

## **Appendix 1: Example Interview Questions:**

### **Safer Recruitment Example Interview Questions**

#### **Teaching role**

**Tell me a time when a child behaved in a way that caused concern.**

Positive responses stating that they acted on the concern by raising it through the correct pathways (DSL, LADO etc.) and can give examples of the policies or procedures that they followed.

Negative responses would be that they do not take ownership over the situation by stating it was for someone else to complete or they waited for someone else to process it in the correct way. This would show little understanding .

#### **Office Job role**

**Can you give an example of when you have recognised concern for safety or welfare of a child?**

Positive responses being examples allowing the recruiting panel to ask further questions such as is there anything you would do differently, allowing for the candidate to reflect on process and procedures and hopefully giving detailed examples of those policies and procedures.

#### **Inclusion role**

**Can you tell me of a time when a young person crossed boundaries?**

Positive responses being that they maintained professional dialog, for example explaining their role and responsibilities and how they cannot do the action (the example here was a social media friend request) and then escalating the issue through the correct process, for example reporting to DSL, line manager, reporting on safe guarding internal reporting etc.

Negative responses being that they keep it between them and the young person, they do not report it and try and play it off by saying the young person was just being friendly.

#### **LSA / Teaching Job role**

**Tell me what is your understanding of safeguarding?**

**How would you safeguard students in school?**

**Describe and example of when a student has disclosed something to you? What did you do in that situation?**

This team put together 3 example questions using the TED approach, previously discussed in the training.

## Appendix 2: Example Self-Disclosure for Shortlisted Candidates

Congratulations on being shortlisted. Please return this disclosure to the school **at least one day prior to interview**. If we have not received this, we reserve the right to withdraw the offer of interview.

POST APPLIED FOR:		Date:
Surname:	Previous name(s) (if any):	
Forename(s):	Preferred title:	Date of birth
National Insurance No:	Teacher Ref. No (if applicable):	Date of recognition as qualified teacher, QTS (if applicable):

***Harrietsham Church of England Primary School is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out, references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.***

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request. As you have been shortlisted, you are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.

If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact Nacro or Unlock for impartial advice. There is more information on filtering and protected offences on the Ministry of Justice website.

Nacro - <https://www.nacro.org.uk/criminal-record-support-service/helpline@nacro.org.uk> or phone 0300 123 1999

or email

Unlock – <http://hub.unlock.org.uk/contact/> phone 01634 247350 text 07824 113848

1. Do you have any convictions or adult cautions that are unspent? Yes / No
If yes, please provide details here
2. Do you have any other cautions or convictions that would not be filtered? Yes / No
If yes, please provide details here

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**3. \*Only ask if you are recruiting for a post working in regulated activity with children**

Are you included on the DBS children's barred list? Yes / No

If yes, please provide details here

**4. \*Only ask if you are recruiting for a post working in regulated activity with adults over the age of 18 years**

Are you included on the DBS adult barred list? Yes / No

If yes, please provide details here

**5. (Teaching posts only) Are you, or have you ever been, prohibited from teaching by the TRA or sanctioned by the GTCE? Yes / No / Not applicable**

If yes, please provide details here

**6. Have you lived or worked outside the UK for more than 3 months in the last 5 years? Yes / No**

If yes, please provide details here

**7. Are you subject to any sanctions relating to work with children in any country outside the UK? Yes / No**

If yes, please provide details here

**Please complete the declaration below:**

I declare that all the information I have provided in this disclosure is full and correct at the time of application and that I have not omitted anything that could be relevant to the appointment of someone who will work with children. I understand that the recruitment panel may be made aware of any relevant information that I have disclosed in order to discuss the matter(s) with me as part of the recruitment process and that, if my application is successful, a risk assessment of the disclosed information will be held securely on my personnel file. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role.

**Signed:**

**Date:**

**Please return this form to: Becci Masterson (Business Leader)**

Please note that, if you are unsuccessful, this disclosure form will be securely destroyed within 6 months of your application.

## Appendix 3: Safer Recruitment Checklist

### SRC Recruitment and selection checklist

Pre-interview	Initials	Date
<b>Planning – timetable decided:</b> job specification and description and other documents to be provided to applicants, reviewed and updated as necessary. Application form seeks all relevant information and includes relevant statements about references etc.		
<b>Vacancy advertised –</b> (where appropriate) advertisement includes reference to safeguarding policy; that is, statement of commitment to safeguard and promoting welfare of children and need for successful applicant to be DBS checked.		
<b>Applications on receipt –</b> Scrutinised – any discrepancies/ anomalies / gaps in employment noted to explore if candidate considered for shortlisting.		
<b>Interview Panel –</b> should be briefed and at least 1 member suitability trained in safer recruitment.		
Shortlist prepared and interview	Initials	Date
<b>Reference – seeking</b> sought directly from referee on shortlisted candidates; ask recommended specific questions; including reason for leaving and any previous safeguarding allegations / disciplinary action.		
<b>Reference – on receipt</b> checked against information on application; ensure referee has appropriate authority, scrutinise; any discrepancy/issue of concern noted to take up with referee and/or applicant.		
<b>Invitation to interview –</b> includes all relevant information and instructions.		
<b>Criminal record self-disclosure –</b> with explanation or links to filtering rules and spent / unspent and signposts to impartial advice - sent to shortlisted candidates and to be returned prior to interview date		
<b>Interview arrangements –</b> at least 2 interviewers; panel members have authority to appoint; have met and agreed issues and questions/assessment criteria/standards.		
<b>Interview –</b> explores applicant’s suitability for work with children as well as suitability for the requirements of the post.		
<b>Any self-disclosed criminal history or issues of suitability –</b> check information would not be filtered / protected, discuss context with candidate at interview, record what was discussed, seek additional advice if necessary.		
<b>Identity &amp; right to work –</b> original documents verified on day of interview		
<b>Birth certificate –</b> is seen wherever possible, in order to identify whether a person has changed their name		
<b>Qualifications</b> of successful applicant verified on the day of interview by scrutiny of appropriate original documents; copies of documents taken and placed on file		
Post interview	Initials	Date
<b>Conditional offer of appointment –</b> offer of appointment is made on conditional satisfactory completion of the following pre-appointment checks and consideration of a probationary period.		
<b>References -</b> receive and check (if not obtained and scrutinised previously) any issues are clarified with referee and/or candidate. <u>Content confirmed with the referee and electronic references are verified as from a legitimate source.</u>		
<b>Identity &amp; Qualifications</b> (If these could not be verified at interview)		
<b>Evidence of right to work in the UK –</b> refer to <a href="https://www.gov.uk/legal-right-work-uk">https://www.gov.uk/legal-right-work-uk</a> for guidance.		
<b>DBS Certificate –</b> Apply for relevant level of DBS, which will be sent back to the applicant. Applicant should then present the original certificate to the recruiting manager. Any disclosed information relevant to suitability should be compared with the self-disclosure.		

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<p>The recruiting manager should make a note on the Single Central Record of the date it was seen by them.</p> <p>For applicants who are signed up to the DBS update service, permission must be sought from the candidate to view the certificate by the recruiting manager. If it isn't at the appropriate level or the disclosure details have changed, a new DBS must be obtained.</p>		
<p><b>Barred list check</b> – check the candidate is not barred from taking up the post (this check should only be undertaken for those working in regulated activity, more guidance at <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf</a>).</p>		
<p><b>Qualified Teacher Status (QTS)</b> – (for teaching posts in maintained schools) the teacher has obtained QTS or is exempt from the requirement to hold QTS (for teaching posts in FE colleges), the teacher has obtained a PGCE or Certificate of Education (Cert. Ed) or FE Teaching Certificate</p>		
<p><b>Prohibition / GTCE</b> – (for teaching posts) the teacher has not been included in the prohibition list, interim prohibition list or subject to GTCE sanctions</p>		
<p><b>Prohibition from management</b> (independent/free schools/academies and maintained school governors) – anyone appointed to a management position is not barred from management by the Secretary of State</p>		
<p><b>Health</b> – Ensure the candidate is medically fit to take up the post. This requirement can be satisfied by using a self-declaration medical form.</p>		
<p><b>Disqualification from childcare</b> – (for relevant posts only) go to <a href="https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006">https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006</a> for more guidance on who is bound by the disqualification rules.</p>		
<p><b>Employing individuals who have lived or worked outside the UK</b> – These individuals must undergo the same checks as any other candidate, as well as further checks so that relevant events that occurred outside the UK can be considered. Further guidance on overseas criminal checks can be found here: <a href="https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants">https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants</a></p>		
<b>Appointment and probationary period</b>	<b>Initials</b>	<b>Date</b>
<p><b>Induction</b> – include the following:</p> <ul style="list-style-type: none"> <li>- Appropriate level of safeguarding and child protection training</li> <li>- Name and how to contact the DSL</li> <li>- KCSIE part 1 (or annex A if appropriate) with annex B (for staff in contact with children)</li> <li>- Online safety &amp; acceptable use agreement</li> <li>- Whistleblowing</li> <li>- Pupil behaviour policy</li> <li>- Safe working practice / staff code of conduct</li> <li>- Health &amp; Safety in the workplace</li> <li>- Emergency evacuation procedures</li> <li>- Any other relevant CPD</li> </ul>		

## Appendix 4: SCR Checklist

### The Single Central Record: Checklist for Practice (Reviewed Sept 2022)

Schools and colleges must keep a single central record in line with statutory guidance and associated legislation. The single central record is a record of the pre-employment checks undertaken. The single central record must cover the following people:

- all staff (including supply staff) 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; and
- for independent schools, including academies and free schools, all members of the proprietor body.

The information to be recorded is whether the following checks have been carried out or certificates obtained, the date on which the checks were completed and who completed the check:

- an identity check, (identification checking guidelines can be found on the [GOV.UK](https://www.gov.uk) website);
- a barred list check;
- an enhanced DBS check requested/certificate provided;
- a prohibition from teaching check;
- further checks on people who have lived or worked outside the UK (see
- paragraphs 262-267 of [Keeping Children Safe in Education](#);
- a check of professional qualifications, where required; and
- 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; and
- independent schools (including academies and free schools) must record details of the section 128 checks undertaken for those in management positions as set out in paragraphs 213 and 237 of [Keeping Children Safe in Education](#).

### **Retention of Evidence**

Schools and colleges do not have to keep copies of DBS certificates in order to fulfil the duty of maintaining the single central record. To help schools and colleges comply with the requirements of the Data Protection Act 2018, when a school or college chooses to retain a copy, there should be a valid reason for doing so and it should not be kept for longer than six months. When the information is destroyed a school or college may keep a record of the fact that vetting was carried out, the result and the recruitment decision taken if they choose to. Copies of DBS certificates and records of criminal information disclosed by the candidate are covered by UK [GDPR/DPA 2018 Article 10](#).

A copy of the other documents used to verify the successful candidate's identity, right to work and required qualifications should be kept on their personnel file.

### **Supporting Guidance**

Part 3 of ['Keeping Children Safe in Education'](#)

[Disqualification under the Childcare Act 2006](#), statutory guidance (updated 31 August 2018)

[Single Central Record – Monitoring Form \(Sept 2021\)](#)

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Check point	Yes	No
Is a single central record (SCR) in place for all staff (including supply staff)?		
Are all members of the proprietor body included on the SCR? (For independent schools, free schools and academies)		
Does the SCR indicate that identity checks have been carried out and by whom?		
Is there evidence on the SCR that all staff in regulated activity have been checked against the Barred List (previously List 99)?		
Does the SCR record the date when enhanced DBS and/or Barred List checks was carried out and who carried out the check?		
Does the SCR record qualifications - where the qualification is a requirement of the job?		
Does the SCR record evidence that a prohibition from teaching check has been carried out on teachers and those staff in 'teaching activity' who have been appointed since 1 September 2013?		
Does the SCR record evidence a check of 'right to work' in the United Kingdom and suitability checks as appropriate?		
Does the SCR evidence that checks in respect of Section 128 directions been undertaken for persons taking part in the management of an independent school including an academy or free school, those staff in departmental headship and maintained school governors?		
Does the SCR evidence that further checks on people who have lived or worked outside the UK including where appropriate criminal record checks and for teachers letters of professional standing from the regulating authority		
<b>For supply staff-</b> Does the SCR evidence that the school has gained written confirmation from the employment business supplying the member of supply staff that all relevant checks have been undertaken and the appropriate certificates have been obtained?		
<b>For colleges-</b> Does the SCR evidence 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		