

SINGLE CENTRAL RECORD OF RECRUITMENT AND VETTING CHECKS

Single central record

Schools must maintain a single central record of pre-appointment checks for all staff members including teacher trainees, agency and third-party supply staff. For independent schools, all members of the proprietor body must be checked. For academies and free schools, all members and trustees of the academy trust must also be checked.

The single central record can be kept in paper or electronic form. The details of an individual should be removed from the single central record once they no longer work at the school.

The following table contains the minimum information that must be recorded on the single central record for all staff members.

	Evidence obtained	Date check completed	Check completed by
Identity check.			
Barred list check.			
Enhanced DBS check.			
Prohibition from teaching check.			
Professional qualifications check.			
Right to work check.			
Whether the individual's position involves 'relevant activity' (ie regularly caring for, training, supervising or being solely in charge of persons aged under 18).			
Section 128 check (for management positions).			

	Evidence obtained	Date check completed	Check completed by
Further checks on people who have lived or worked outside the UK, including criminal records checks and obtaining a letter of professional standing from the professional regulating authority in the country in which the applicant has worked (for teaching positions).			
Additional non-statutory checks that schools may decide to include			
	Evidence obtained	Date check completed	Check completed by
Childcare disqualification check.			
Date safeguarding training completed.			
References.			
Online searches check.			

Additional points to note

Identity check

An identity check includes the individual's:

- Name.
- Date of birth.
- Address.

Schools must follow the three routes of ID checking. Please refer to ID checking guidelines for standard/enhanced DBS check applications (last updated December 2022).

www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standard-enhanced-dbs-check-applications-from-1-july-2021.

Agency and third-party supply staff

Schools should include whether written confirmation has been received that the employment business supplying the agency or third-party supply staff has:

- Carried out the relevant checks.

- Obtained the appropriate certificates.
- Provided the date that the confirmation was received.
- Provided any enhanced DBS certificate check.

Where the position requires a barred list check, this must be obtained by the agency or third party before appointing the individual.

Volunteers

Checks on volunteers do not need to be recorded on the single central record, but it is recommended that they are included.

In a school or college, a supervised volunteer who regularly teaches or looks after children is not in regulated activity. When considering which checks should be undertaken on volunteers, schools should refer to the following statutory guidance on supervision in regulated activity www.gov.uk/government/publications/supervision-of-activity-with-children. Please note that DBS checks on volunteers are free.

Maintained school governors

Governors in maintained school are required to have an enhanced criminal records certificate from the DBS. It is the responsibility of the governing board to apply for the certificate for any governors who do not have one. Governors will also only require a barred list check if they also engage in regulated activity.

Contractors

Contractors who engage in regulated activity will require an enhanced DBS certificate (including barred list information). An enhanced DBS check will be required for those who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children.

Visitors

Schools and colleges do not have the power to request DBS checks and barred list checks from visitors, or ask to see certificates. Such individuals should be escorted and/or supervised on the premises.

Section 128 direction

A section 128 direction prohibits or restricts a person from taking part in the management of an independent school, including academies and free schools. Individuals taking part in management may include:

- Governors, if the governing board is the proprietor body for the school.
- Headteacher.
- Any teaching positions on the senior leadership team.
- Any teaching positions which carry a department headship.
- Other individuals, such as teachers with additional responsibilities.

As well as via the Secure Access/DfE Sign-in Portal, a section 128 check will also be disclosed where an enhanced DBS check with barred list is requested, provided that 'children's workforce independent schools' is specified in the parameters of the barred list check.