

English Martyrs’ Catholic Primary School

**DISCLOSURE AND BARRING SERVICE (DBS) POLICY**

Our English Martyrs’ School community aims to follow the example of Christ in welcoming, recognising, fostering and developing each individual as a unique and special gift of GOD with value and dignity

Date reviewed: September 2017

Review Date: September 2018

Signed: ……………

for and on behalf of the Governing Body

**Single Central Record**

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# What is the single central record?

Schools are legally required by virtue of the School Staffing (England) Regulations 2009 (as amended) to maintain a ‘single central record’ (or SCR) for all staff and regular volunteers in their school. Independent schools, including academies and free schools, must also record details for all members of their proprietor body.

The purpose of the record is to evidence that schools are undertaking certain pre-employment and vetting checks on people working with children in their schools. What checks will be required will depend on what job the person will be doing, what qualifications are needed and whether individuals meet the criteria for safeguarding checks such as an enhanced Disclosure and Barring Service check or Childcare Disqualification check. Schools often undertake more checks than just those required for the SCR, for example employment references. Whilst there is no legal requirement to record additional checks on the SCR it makes sense to do so for ease of reference and inspection.

Ofsted will check the school’s SCR when they visit and any gaps in the record may be a limiting judgement in relation to safeguarding and thereby any concerns arising may jeopardise the overall judgement for the school. It is therefore extremely important that this record is maintained and accessible for inspection.

The Department for Education guidance ‘Keeping Children Safe in Education’, September 2016 sets out in Part 3 what checks may be required and who and what should be included in your SCR. Additionally, the Department for Education statutory guidance ‘Disqualification under the Childcare Act’ February 2015 sets out additional checks required for staff and regular volunteers in early years’ settings.

# Who should be included on the SCR?

* All staff, including casual workers,
* Supply staff engaged for 30 days or more in any one term (shorter term supply staff would be recorded on the visitors record), and
* All others who work in regular contact with children, including volunteers.

# Who should not be included on the SCR?

* Contracted staff such as cleaners, NHS health professionals, council advisers,
* Supply staff engaged for less than 30 days in any one term, and
* Visitors

This does not mean that no checks are required on the above groups or individuals.

The DfE guidance states that *‘Schools and colleges must obtain written notification from any agency, or third-party organisation, they use that the organisation has carried out the checks on an individual who will be working at the school or college that the school or college would otherwise perform. This must include, as necessary, a barred list check, prior to appointing that individual. They must also check that the person presenting themselves for work is the same person on whom the checks have been made.’*

What this means in practice is that when using contractors and / or short term agency workers for whom particular checks are required, it is the responsibility of the contractor / agency to undertake the relevant checks. The school’s responsibility is to ensure that these checks have been done, are deemed satisfactory, and to maintain a record of this so that it can be evidenced for Ofsted. Schools need to ensure that contracts for services are explicit in stating which checks are required and what may be deemed satisfactory. Appropriate evidence of the checks would be a letter of assurance from the contractor / agency stating that the checks have been done, the dates the checks were completed, and that the outcomes were satisfactory. The school should also take steps to check the identity of contractors / agency workers and visitors to their schools and record this in their visitors’ book.

# What checks must be recorded?

Generally, the information required by legislation for these individuals is whether or not the following checks have been carried out or certificates obtained, and the date on which the checks were completed.

* an identity check
* a barred list check
* an enhanced DBS check
* a prohibition from teaching check
* further checks on people living or working outside the UK
* a check of professional qualifications, and
* a check to establish the person’s right to work in the United Kingdom.

# What else may be recorded?

We recommend however that more detailed records are kept as often Ofsted inspectors will expect more information. Also, where a school is legally required to undertake additional checks or obtain further information, Ofsted will need sight of this. It therefore makes sense to record all such information in one place and our recommended SCR template provides for this, with the following additional categories:

* a check in relation to disqualification under the childcare act
* a medical check or check of fitness for work
* confirmation that satisfactory references have been obtained

# Ensuring completeness

There should never be any gaps in your SCR. If a check is not required for a particular individual, for example if there are no professional qualifications required, the SCR should clearly show this as ‘not required’. This will ensure you are not inadvertently penalised during an inspection.

If you have any questions about what should or should not be included in your SCR please contact your human resources adviser.

*Issued: May 2016*

*Updated: October 2016 (reference to KCSIE, DfE Guidance)*

**APPENDIX A**

**FREQUENTLY ASKED QUESTIONS**

**1. How long does it take to receive my DBS Certificate?**

We will send you an application form to complete; meet you to check your form and

verify your identity. On average the process can take 2-3weeks (but may take longer if

you have lived at various addresses).

**2. What do I receive from the DBS?**

You will receive a certificate from the DBS stating whether or not you have a police

record and, where appropriate, will confirm that your details have been checked against

the list of those banned from working with vulnerable adults or children. In order for the

school to verify the DBS Certificate you must contact the School Business Manager or

Head Teacher for them to verify the certificate and discuss any issues or concerns they

may have.

**3. Is my DBS certificate portable?**

Yes, if you register with the DBS Update Service. Further details can be found at

[**https://www.gov.uk/dbs-update-service**](https://www.gov.uk/dbs-update-service)

**4. What happens if I have a previous conviction(s)?**

Having a criminal record will not necessarily stop you from working at English Martyrs’

School. This will depend on the nature of your work, the circumstances and background

of the offence(s) and the time elapsed.

**5. What happens if I have a criminal conviction during employment?**

It is important, if you have a criminal conviction, that you disclose this information

to Head Teacher as soon as possible. You will be asked to attend an interview to explain the background and circumstances regarding the conviction. Failure to reveal information directly relevant your role may lead to disciplinary action.

**6. Who will know about my criminal record?**

If a criminal record is revealed through a DBS check, the Head Teacher will know the details of the convictions, and any agencies with which the School is obliged to share that information (ie if you have applied to work with children when banned from doing so).

**7. The information on my Certificate is wrong – what can I do?**

If you think that any information contained on your Certificate is wrong, please contact the DBS Certificate Dispute line on 0300 0200 190 who will advise on their dispute procedures.

**8. Can I refuse to apply for a Certificate?**

It is compulsory to check your details against the list of people banned from working with children. English Martyrs’ is obliged to insist on DBS Certificate from applicants and members of staff.

**9. How long are Certificates valid?**

A Certificate carries no period of validity. The information it contains reflects the position at the date of its issue. The closer this date, the more reliance can be placed on its content. English Martyrs’ School has a policy of renewals every five years.

**10. Do all parent helpers and volunteers need to obtain a Certificate?**

This depends on the level of contact and Regulated Activity or the possibility that helpers may be alone with or have some responsibility for pupils. The School will use its discretion about whether or not it is needed.

**11. Do teachers from overseas need to be checked?**

Yes. Overseas teachers will be treated the same as any new employee. In addition any member of staff that has lived/worked abroad will need to obtain the relevant police check from the country they lived/worked in before they commence employment.

**12. How long does a teacher newly arrived from overseas need to live in the country before a Check is carried out?**

If the teacher has lived in this country previously, a Check against the Barred List can be done immediately. Those who have not lived here previously should contact their embassy to seek a letter of good conduct and a police check from the Country.