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## Contents

<b>THE SINGLE CENTRAL RECORD (SCR)</b>	<b>3</b>
1. Background to the SCR	3
2. Who must be on the SCR?	4
3. Who does not need to be on the SCR?	5
4. Requirements for Early Years Foundation Stage (EYFS) Children	5
5. Playing fields with public space	5
6. Who is accountable?	6
7. Audit and Monitoring	6
<b>CONDUCTING CHECKS FOR THE SINGLE CENTRAL RECORD (SCR)</b>	<b>7</b>
8. Identity Checks	7
9. Qualifications Checks	7
10. Children's Barred List Checks	8
11. DBS Disclosures	8
12. Right to work in the UK Checks	12
13. Overseas checks	13
14. References	14
15. Medical Fitness	15
16. Prohibition Order	15
17. Disqualification Requirements Checks	17
18. Safeguarding Training	18
19. Prohibition from Management (Secretary of State section 128 direction)	19
20. Gaps in Employment	19
21. Online searches for shortlisted candidate	19
22. Staff transferring under TUPE from a previous employer	20
23. United Learning Single Central Record Checks: Summary Guidance	21
<b>MAKING A REFERRAL TO THE DISCLOSURE AND BARRING SERVICE</b>	<b>23</b>
24. Making a Referral	23
25. What are the Referral Conditions?	23
26. When to refer	24
27. Contacting the Disclosure and Barring Service (DBS)	24
<b>SAFER RECRUITMENT AND CHILD PROTECTION TRAINING</b>	<b>25</b>
28. Safer Recruitment Training	25
29. Child Protection Training	25
30. Training Log	26
<b>OTHER RELATED DOCUMENTS, GUIDANCE AND WEBSITES</b>	<b>27</b>
31. Group Documents and Guidance	27
32. List of Risk Assessments used in Safer Recruitment	27
33. National Publications and Links	27
<b>APPENDICES</b>	<b>28</b>
Appendix 1: SCR Audit Record	28
Appendix 2: Risk Assessment – Academies and Independents (Current Employees)	30
Appendix 3: Example SCR Checks Confirmation Letter	33
Appendix 4: Overseas Residence Confirmation Form	34
Appendix 5: Risk Assessment of Overseas Letter of Professional Standing	35
Appendix 6: Risk Assessment - Overseas Checks	36
Appendix 7: School Staff Disqualification Guidance and Declaration	40
Appendix 8: Guidance on Employees without a DBS Check and Risk Assessment	43
Appendix 9: United Learning DBS Risk Assessment for a disclosure	47
Appendix 10: Template for on online searches for shortlisted candidates	50
Appendix 11: Central Office Staff and Trustees Single Central Record Letter	51



## THE SINGLE CENTRAL RECORD (SCR)

The guidance and procedure set out in this document applies to all staff employed by United Learning (UCST and ULT). We are a values-led organisation which puts children first, expects the best from everyone and aims to bring out the best in everyone.

Where 'school' has been referred to in this document, also applies to nurseries within United Learning. These guidelines will be regularly reviewed to ensure that they meet revised government guidance, good practice and relevant legislation in relation to child protection in the recruitment and selection of teaching and support staff, other workers and volunteers.

### 1. Background to the SCR

- 1.1 In accordance with [Keeping children safe in education - GOV.UK \(www.gov.uk\)](http://www.gov.uk) it is a statutory requirement for all schools and academies to undertake certain recruitment and vetting checks on individuals working within their establishment and to maintain a live Single Central Record (SCR) of these checks. The SCR produced via the EIP website must be the **only** form of SCR document produced, as this meets the requirements of Ofsted. These are very precise and any deviation could lead to a school failing its inspection.
- 1.2 The SCR is a record of all pre-employment vetting checks held in one place for all employees and other appropriate individuals.
- 1.3 The SCR is a record of the presence of documents, information and correct vetting checks within the school's filing system. Schools must be able to demonstrate that all original identification, personal information, qualifications, registrations, vetting checks, proof of right to work in the UK, medical clearance and references for employees noted in the SCR are copied and kept on file in a secure and confidential manner. The exception to this is the DBS certificates, please refer to 10.7 and 10.8.
- 1.4 A SCR must be produced in its entirety for all employees and non-employees (Governors, agency/supply workers and contractors) working or volunteering within your school.
- 1.5 A SCR is produced from the information that has been entered for an individual onto the SCR screen of the SCR management systems; iTrent (for employees) and the EIP (for non-employees). See link for [example SCR with prompts](#), [guidance on creating a SCR report](#) and [iTrent and EIP user guides](#).
- 1.6 Where an employee should appear on an SCR for another school/location (as an employee) please populate the 'Additional Location' fields on iTrent to specify the relevant school/s. Guidance can be found in the [iTrent user guides](#).
- 1.7 Non-employees must be added to the SCR through the [EIP](#). See link for [user guide](#) on how to add non-employees, including how to add non-employees to multiple locations.
- 1.8 It is the responsibility of individual schools to maintain their own SCR, which is compliant with the guidance set out in this document.
- 1.9 To produce the SCR form in our agreed format, which is acceptable to Ofsted, please log onto the [Educational Information Portal \(EIP\)](#).



## 2. Who must be on the SCR?

2.1 As a general rule, **anyone who has regular (3 or more times in a 30 day period) and unsupervised contact with children must be on the SCR**. Please see section 22 for which checks should be completed for each group. A record of these checks must be kept for the following groups of individuals:

- a) **All teachers.** It is the responsibility of central office to carry out safer recruitment checks for Headteachers/Principals. Schools should still undertake an identity check on new headteachers/principals to confirm that the individual arriving at the school is the individual. Schools are also responsible for viewing the paper copy of the DBS certificate and completing the safeguarding training.
- b) **All support staff.**
- c) **Volunteers:** whose work involves regular (see definition above) contact with children.
- d) **The Chair and all members of the Local Governing Body:** It is the responsibility of the school, not Central Office, to carry out safer recruitment checks for LGB members. Where a governor will be engaged in regulated and/or teaching work, further relevant SCR checks should be completed. More details for [governor recruitment](#) can be found on the hub, including a governor application form and reference guidance.
- e) **Individuals providing additional teaching or instruction** to pupils e.g. sports coaches, artists, and peripatetic staff.
- f) **Students on work related learning** (placements of 15 days or more).
- g) **Students on regular community work** e.g. running a football club.
- h) **Agency and Supply Staff:** whilst schools do not need to carry out the SCR checks themselves on agency staff, since agencies are required to carry out the same checks as schools do for their staff, a school must obtain written confirmation from the agency that the appropriate checks have been carried out and are satisfactory (See Appendix 3 for draft example letter). Agency/supply workers do not need to be recorded individually on the SCR. Instead the agency itself should be recorded and the SCR completed to show that they complete all the required vetting checks on their employees. A school does not need to see evidence of the checks, except where a DBS check discloses information. The physical evidence required to support this entry on the SCR must include written confirmation from the agency that the appropriate checks have been carried out and are satisfactory for the individuals concerned and up-to-date copies of the agency's Safeguarding/Child Protection Policies, which should be obtained before any of their people attend the school and then on an annual basis to ensure the appropriate vetting checks are adhered to. In addition, schools must undertake an identity check on agency staff to confirm that the individual arriving at the school is the individual that the agency intends to refer to them. Where supply staff are employed directly by the school the same checking and recording procedure in place for regular employees will need to be followed.
- i) **United Learning Central Office staff and Trustees:** the same process for agency and supply staff should be followed. The letter attached in Appendix 11 confirms that all the appropriate checks have been carried out and are satisfactory.
- j) **Building contractors:** who have regular (see definition above) contact with children. The same process for agency and supply staff should be followed.
- k) **Caretaking/catering/security/coach-driving contractors:** the same process for agency and supply staff should be followed.

2.2 If a school has concerns about an existing staff member's suitability to work with children, it should carry out all relevant checks as if the person were a new member of staff. Similarly, if a



person working in a school moves from a post that was not [regulated activity](#) into work which is regulated activity, the relevant checks must be carried out.

### 3. Who does not need to be on the SCR?

- a) **Visitors:** who will only have ad hoc or irregular contact with children e.g. those who have business with the Head/other staff members.
- b) **Contractors carrying out emergency repairs** e.g. plumbers.
- c) **Building contractors:** who do not have regular contact with children. Due to health and safety reasons, children should be kept away from areas where work is being carried out. Thus the majority of building contractors will not have access to children and will not need to be on the SCR.
- d) **Volunteers/parents:** attending one-off schools trips/events which are non-residential.
- e) **Secondary pupils undertaking voluntary work or work experience** (in these cases the school placing the student should ensure they are suitable for the placement).
- f) **Individuals on site before or after school hours.**

3.2 It is good practice for those groups listed in point 3 a-f above to:

- a) Sign in and out of the school;
- b) Undergo an identification check on their first visit to the school; and
- c) Never be left unsupervised when children are on the premises.

### 4. Requirements for Early Years Foundation Stage (EYFS) Children

4.1 Schools with provision for EYFS must ensure that the safeguarding policy they are required to apply for the rest of the school also applies to the EYFS. The following are specific additional EYFS requirements:

- a) Appoint a Designated Safeguarding Lead (DSL) who should be a member of the leadership team to take lead responsibility for safeguarding children within the EYFS setting and liaising with local statutory children's agencies as appropriate (Ofsted currently allows this role to be assumed by a member of staff who does not specifically work within EYFS);
- b) Inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place on the premises, and of the action taken in respect of these allegations;
- c) Inform Ofsted of the above as soon as is reasonably practicable, but at the latest within 14 days.

### 5. Playing fields with public space

5.1 If a school has a footpath running through the grounds or low fences, or open doors that might present a potential security risk, schools need to show what steps have been taken to risk assess and mitigate risks. For example, what has been done to teach children to be alert to dangers, the decisions taken about levels of supervision around the higher risk areas and what systems have been put in place for dealing with 'emergency' situations.



## 6. Who is accountable?

- 6.1 The overall accountability for ensuring that SCR checks, including DBS checks and all other relevant checks have been undertaken for all staff and other workers who carry out extended services (see section above “Who is covered”) within the school or academy lies with the Headteacher. The Director of HR is responsible for this at Central Office.
- 6.2 The Director of HR must ensure that the [Recruitment and Selection Policy](#) and relevant training programmes are up to date with legislation and good practice in relation to child protection in the recruitment and selection of staff.
- 6.3 The Safeguarding Lead is responsible for ensuring that regular monitoring and quality checks are carried out on a local basis, in liaison with Business Managers and other responsible staff within the school management team. Periodic reviews will be carried out by the Safeguarding Officer (or Central Office HR Department) to check the status of DBS checks within each school and academy.
- 6.4 Headteachers are also responsible for ensuring the verification of references and qualifications is carried out at the pre-employment stage in the selection process.
- 6.5 Headteachers must ensure that all staff responsible for the recruitment and selection of staff within the school adhere to this policy and United Learning’s Recruitment and Selection and Safeguarding Policies and attend any appropriate training offered within United Learning and by external bodies.
- 6.6 The Chair of the LGB will be required to annually confirm to the Trustees that each school has followed and reviewed policies and procedures accordingly. For academies, this may include forwarding a report to the Local Authority and/or complete a safeguarding audit form, the Safeguarding Policy and relevant minutes, depending on local requirements.

## 7. Audit and Monitoring

- 7.1 Adherence to the safeguarding legislation will form part of the inspectorate’s judgement of the school and academy’s overall performance. The guidance set out in Keeping Children Safe in Education, and any subsequent updates, should be adhered to. For further information on the guidelines that Inspectors are working to see the Ofsted publication [Inspecting safeguarding in early years, education and skills settings - GOV.UK \(www.gov.uk\)](#) and the ISI inspection framework on their website <https://www.isi.net/>.
- 7.2 In United Learning, the Single Central Record is maintained via iTrent (for employees) and the EIP (for non-employees), the SCR management systems. This supports a standardised approach, as well as efficiency and accessibility, but it is not a substitute for monitoring and scrutiny by human eye. Electronic systems cannot guarantee children’s safety. Best practice is when the management of the SCR is driven by tenacious ownership of all safeguarding checks; rigour; an obsessive eye for detail; and relentless professional vigilance for error, omission, or harmful intent.
- 7.3 Central Office and the Safeguarding Lead conduct regular monitoring to ensure compliance and to assist schools where shortfalls exist.
- 7.4 As a matter of principle, headteachers, governors, Regional Directors and HRAs should regularly check the SCR for gaps by generating the full SCR and examining every DBS box, as well as other columns, to ensure completion. It is not enough to rely solely on the system-generated ‘Gap Analysis’ to uncover omissions. The SCR audit form in Appendix 1 should be completed every time the SCR is audited.
- 7.5 For full guidance on how to audit the SCR, please refer to the [SCR Guidance for School Principals](#).



- 7.6 Ofsted have produced a [school inspection handbook](#) which details the main activities that will be carried out during inspections.

## CONDUCTING CHECKS FOR THE SINGLE CENTRAL RECORD (SCR)

It is vital that all schools create a culture of safe recruitment and, as part of that, adopt recruitment procedures that help deter, reject or identify people who might abuse children. Governing bodies must act reasonably in making decisions about the suitability of the prospective employee based on appropriate checks and evidence.

When completing checks for new starters, the [SCR and New Starter Checklist](#) can be completed as a record and be included in employees files.

### 8. Identity Checks

- 8.1 The SCR must record the individual's name (forename and surname), address, date of birth, the date employment started with the school and the position held. Schools should be aware of the potential for individuals changing their name. The SCR must record what evidence has been seen (include document reference number) to confirm the individual's identity, the date this evidence was seen and by whom.
- 8.2 It is important to be sure that the newly appointed person is who they claim to be. As stated in the [Recruitment and Selection Policy](#), proof of identity can include: birth certificate, photo driving licence with paper counterpart or passport combined with evidence of address e.g. utility bill or P45/60 issued within the last 3 months. Some form of photographic identification must be seen. If this proves difficult to obtain, then ask the individual to produce a photograph which meets all the stipulations required for a passport application.
- 8.3 Identification should be checked at the interview stage, but can also be seen as part of the DBS process. A DBS application cannot be submitted without completed identity checks. This check must be completed before the appointment is confirmed. Checking ID at interview stage is encouraged.
- 8.4 Photocopies of the identification documents seen should, if possible, be kept on the individual's personnel file. This is not a legal requirement so we cannot insist, but it is considered to be best practise and it is the policy of United Learning to request the permission of the individual to do so.

### 9. Qualifications Checks

- 9.1 The SCR must record whether or not a qualification is a legal requirement for the post. There is a question on iTrent for 'Qualification check required?'. If answering 'yes', you must record what the required qualification is, the date which evidence was seen and by whom, and the teacher's reference number in the Notes Box. If the post does not require a qualification, select 'no'.
- 9.2 It is important to always verify that the candidate has actually obtained any qualifications legally required for the job and claimed in their application e.g. by asking to see the relevant certificates or a letter of confirmation from the awarding institution. If original documents are not available, you should see a properly certified copy. These checks must be completed before appointment.
- 9.3 The [Teaching Regulation Agency \(education.gov.uk\)](#) (TRA) system should be used to verify any award of Qualified Teacher Status (QTS), and the completion of teacher induction or





- probation. HR Administrator can request an account through the TRA website, and the application will be sent to a dedicated individual at the school for authorisation.
- 9.4 Photocopies of qualifications seen should be kept on the individual's personnel file.
- 9.5 Where a position has no legal qualification requirement, it should be noted that this is the case. However, it would still be beneficial, though not mandatory, to check, note and keep a copy of any relevant, claimed qualifications, especially if the qualifications were a required element of the Person Specification e.g. GCSE, A-Level, BA, BSc, MA, PGCE, etc.
- 9.6 **Independent schools only:** qualifications should be checked for any position for which it is a legal requirement, and/or a requirement of the role as detailed in the job description, person specification or advert.
- 9.7 For further details regarding Overseas Trained Teachers and QTS, please see the government's website [Recruit teachers from overseas - GOV.UK \(www.gov.uk\)](http://www.gov.uk).

## 10. Children's Barred List Checks

- 10.1 The Children's Barred list is maintained by the Disclosure and Barring Service (DBS), containing individuals who are barred from working with children.
- 10.2 A Children's Barred List check must be undertaken on all staff working in schools. Enhanced DBS checks include a check against the Children's barred list. If by virtue of their start date and continuity of service, a member of staff has not been DBS checked (pre September 2012), then the school must have undertaken a Children's Barred List check.
- 10.3 If the DBS is not back in time for their start date, the check can be performed separately through the [TRA](#). Please see 9.3 for details on how to use the TRA.
- 10.4 The SCR must record: Date Evidence Seen, Evidenced By, Date Check Requested, Date Check Completed, if carried out as part of the DBS then these dates should reflect those recorded for the DBS Disclosure.

## 11. DBS Disclosures

- 11.1 **It is United Learning policy that all new employees must obtain an enhanced DBS check. The enhanced DBS check includes a barred list check.**
- 11.2 The Disclosure and Barring Service helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. The DBS have produced a suite of [guidance documents](#).
- 11.3 The SCR must record: Date Evidence Seen, Evidenced By, Date Check Requested, Date Check Completed (the date entered on the cleared DBS disclosure) and the DBS disclosure number (given on the cleared DBS disclosure).
- 11.4 Proof of identity must be seen by the school before a DBS application can be submitted. Photocopies of the identification seen should be kept on the individual's personnel file.
- 11.5 Upon offer of employment, the new recruit will be sent an email link (<https://www.matrixscreening.com/chegs>) in order to complete the DBS check, together with password and username information. The information should be completed by the employee after providing identification documents in person to the relevant school/Central Office HR contact. The HR contact will input relevant data into the DBS check which is then submitted to Capita. A copy of the ID documents is placed on the personnel file.
- 11.6 Information disclosed as part of a DBS Disclosure must be treated as confidential. It is an offence for DBS Disclosure information to be passed to anyone who does not need it in the course of their duties.



- 11.7 The DBS certificate is sent directly to the employee. The HR contact will also receive an e-result which is an email confirmation of the DBS check. **The applicant must show the DBS certificate to United Learning before they take up the post or as soon as practicable afterwards.**
- 11.8 If the school takes a copy of the DBS, the Disclosure information must be kept in secure conditions and must be destroyed, by secure means, as soon as it is no longer needed. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints.
- 11.9 Where a DBS Disclosure reveals information, please contact your HR Business Partner immediately for advice.
- 11.10 United Learning may be able to accept a DBS via the DBS update service if it is deemed to be portable (e.g for the same role in another school) and the adult is able to provide their original certificate. United Learning will not contribute towards annual subscriptions for employees who wish to subscribe to the Update DBS service and therefore it would be a decision for the adult as to whether they continue with their subscription.

The adult will need to give the school permission to check if anything has changed from the original certificate.

A school would not be able to accept a DBS check via the update service if:

- a) The certificate is for a different type of 'workforce' (for example, adult has an 'adult workforce' certificate and needs a 'child workforce' certificate)
- b) The school requires a different level of certificate (for example, adult has a standard DBS certificate and needs an enhanced one)

Further guidance is available at <https://www.gov.uk/dbs-update-service>

**11.11 Is a DBS Required? Guidance to consider:**

- a) **Volunteers:** It is recognised that many parents and other volunteers help regularly in the classroom and with activities associated with the school or academy. Volunteer checks are required only for those who have regular and unsupervised access to children and young people. Under the terms of the Protection of Freedoms Act 2012 where a volunteer is being adequately supervised, they are not considered to be working in regulated activity, even if this is frequently, and the school should not request a DBS check. Therefore a school must:
  - (i) Maintain a rigorous registration process;
  - (ii) Provide written introductory instructions for adults/parents explaining that they are not permitted to 'wander the site unaccompanied' when they first start to attend; and
  - (iii) That the School ensures that all parents and adults attending are supervised by School staff at all times.
- b) Where a volunteer role will be one off, such as accompanying teachers and pupils on a day outing or helping at a concert, a DBS Disclosure would be unnecessary provided that the person is not left alone and unsupervised in charge of children. Under no circumstances must a volunteer who has not obtained an enhanced DBS check be left unsupervised with children. There are certain circumstances where schools may obtain an enhanced DBS certificate (not including barred list information), for volunteers who are not engaged in regulated activity. This is set out [here](#). Schools should undertake a risk assessment (recorded) (Appendix 2) and use professional judgement and experience when deciding whether to obtain an enhanced DBS check for any volunteer not engaged in regulated activity. Schools should consider:



- (i) The nature of the work with children;
  - (ii) What they already know about the volunteer, including formal and informal information from staff, parents, other volunteers;
  - (iii) Whether the volunteer has other employment/other voluntary activities where references can advise on suitability;
  - (iv) Whether the role is eligible for an enhanced DBS check.
- c) **Local Governing Body Members:** It is United Learning policy that **all** members of the LGB should be asked to obtain a DBS check. This is the responsibility of the school.
- d) **Contractors:** In relation to contractors, for example cleaners, catering staff, building contractors and coach companies, schools and academies should ensure that they have written confirmation (See Appendix 3 for an example of a request letter) from the contractor that any of their staff that come into contact with children have satisfactorily undergone the checks the school is required to carry out for its own employees, the content of which must be satisfactory. This written confirmation should be renewed annually. If a contractor is self-employed, the school should obtain a DBS check, as self-employed people are not able to make an application directly to the DBS on their own account. Schools should always check the identity of contractors and their staff on arrival.
- e) **Visitors:** It is not necessary to obtain a DBS checks for visitors who will only have supervised contact with children on an ad hoc or irregular basis for short periods of time, or secondary pupils undertaking voluntary work or work experience in other schools. All visitors must sign in and out, and be escorted whilst on the premises by a member of staff or appropriately vetted volunteer and not left alone with children.
- f) **Supply Teachers and Agency Workers:** Where supply staff are employed directly by the school or academy all relevant checks must be completed as for other employed staff. Supply teachers, trainee teacher, sports coaches and inspectors are in regulated activity, their DBS disclosure certificates should be obtained by their providing organisation. In the case of agency staff, schools and academies should ensure that they have written confirmation from the agency (See Appendix 3 for an example of a request letter) that any of its staff that comes into contact with children have satisfactorily undergone the checks the school is required to carry out for its own employees. This confirmation should be renewed annually. The school must check that the person(s) presenting themselves for work is the same person(s) on whom the checks have been made.
- g) **Host Families (homestay):** In relation to host families for exchange visits (UK and overseas), DBS checks in the UK, equivalent checks overseas or, where not available, proper assurances from the school/other organisation that the host families are appropriate, must be obtained. The Headteacher should refer to [United Learning's Child Protection Policy](#), [School Educational Visit Policy](#) and [Keeping Children Safe in Education](#) (DfE, September 2024, Annex D) for further guidance.
- h) **Residential Providers:** Those staff who only work in the day-time provision at schools, are not resident on the school premises, and play no part in the residential provision of the school are subject to the same DBS requirements as staff who work in day schools. Consequently, a staff member who only works in the day-time provision, and has no involvement in the residential provision, may start work at the school pending the arrival of a DBS disclosure, provided that the other vetting checks have been done, including the barred list check. However, a staff member who works in both the day-time provision and the residential provision will be subject to the same requirements



as those who only work in the residential provision, and their DBS check must be received before the staff member can start work.

- i) **Work Experience:** Schools organising work experience placements should ensure that policies and procedures are in place to protect children from harm. If the child on the placement is under the age of 16 and the person(s) supervising them are doing so frequently and unsupervised, it is likely that this will be considered regulated activity. The school must ask the employer providing the work experience to confirm that the person providing the instruction/training is not barred. School cannot request barred checks for staff supervising children ages 16 to 17 on work experience. In some cases the work placement itself may be considered regulated activity, e.g. work experience in a school. In these cases, and where the child is 16 years or over, the work experience provider should consider whether a DBS check should be requested for the child undertaking the work placement.
- j) **Sixth formers:** Sixth formers who carry out lunchtime supervision duties only require a DBS if they are being paid.
- k) **Members of the Ministry of Defence or Cadet Forces:** Schools are not required to carry out their own checks on such personnel involved in CCF training, but can instead accept a written assurance from MOD that the requisite checks have been undertaken.

#### 11.12 DBS Check Results

- a) If a DBS check shows any convictions or cautions, the matter must first be reported directly to the Headteacher or Central Office Manager who must discuss the individual case with a HR Business Partner and United Learning Safeguarding Lead. It is also essential that the Headteacher or Central Office Manager informs the person involved and that they are given the opportunity to respond, in writing and at a meeting, before a final decision is made on whether or not to appoint the individual.
- b) Checks may contain 'approved' non-conviction information provided by the police from their local records. In these situations, the risk assessment (Appendix 9) must be completed and logged on the audit template (Appendix 1).
- c) An applicant's suitability should be judged in the light of the results of all the relevant pre-employment checks carried out on them. A judgement must be made taking into account only those offences which may be relevant to the particular job or situation in question. In deciding the relevance of convictions a number of points should be considered including the nature of the offence, the nature of the appointment, the age of the offence and the frequency of the offence.
- d) If a school knows or has reason to believe that an individual is barred, it commits an offence if it allows the individual to carry out any form of regulated activity. There are penalties of up to five years in prison if a barred individual is convicted of attempting to engage or engaging in such work.

#### 11.13 Renewal of DBS Checks

No further DBS checks are required for any staff unless the person has a break in service of more than three months (extended maternity or sick leave does not constitute a break in service). However, a school may request an enhanced DBS check should there be concerns and bearing in mind the duty schools are under not to allow a barred person to work in regulated activity. Staff are also required to annually sign a self-declaration confirming that there has been no change in their DBS status in the past twelve months.

#### 11.14 Current overseas address

If you are applying for a DBS check for an employee who is currently living abroad, the school or central office's address can be used as the main address on the application form at section B. It



is this address that will be used to write to the employee and the certificate will be posted to this address. The address where the employee is currently living must be entered in section C of the application form, with the current month as the closing date.

#### 11.15 **DBS timeline escalation**

Once a DBS application has been submitted, if the result has not been released after 60 days, HRAs can raise an escalation with Capita by emailing [dbs.enquiries@securitywatchdog.org.uk](mailto:dbs.enquiries@securitywatchdog.org.uk) with the application reference and employee name. Only one escalation can be made in a 10 working days period. Once the escalation has been raised, Capita contact the relevant governing bodies and obtain a report to inform the police. This process can take 7 working days.

#### 11.16 **Starting Work Pending a DBS Check**

- a) Under no circumstances should the individual commence work unsupervised in sole charge of or in unaccompanied contact with children within United Learning without a cleared DBS Disclosure. In any case where all checks have not been returned prior to the start of employment, the individual needs to have had a separate Barred List check and the school should undertake a written Risk Assessment exercise in relation to the proposed work (Appendix 9), which must be reviewed regularly and signed off by the Headteacher. All other safeguarding checks should be completed and the individual must be appropriately supervised. A guidance note has been produced detailing how this situation can be managed in terms of how the individual involved can start work (see Appendix 8). Risk Assessments should be signed off by both the Headteacher and employee when no longer required and retained on personnel files. If you are in doubt at any stage you must discuss this with your HR Business Partner before allowing the individual to commence work.
- b) Barred list checks are completed as part of the DBS Enhanced Disclosure request so separate barred list checks should only be made where a disclosure has already been applied for from the DBS but has not been returned in sufficient time for that person to begin work. They are not an alternative to gaining disclosure and should not be used as such. The Central Office HR Department is registered with the Online Service in order to obtain instant results on checks, and all barred list checks should be completed through this method. Please contact the Central Office HR Department for more details. Records need to be kept on the HR System of all barred list applications detailing; the date it was evidenced, the date it was requested, the date it was completed and who it was evidenced by. Once the Enhanced DBS has been received the unique reference number should be entered in the Notes column. United Learning's HR System will automatically update the Single Central Record Form. This record of evidence will be checked as part of any Ofsted, ISI or HMI Inspection and may be checked by the Central Office HR Department.
- c) The DBS Disclosure must in any case be obtained as soon as practicable after the individual's appointment and the request for one should be submitted in advance of the individual starting work.

## 12. **Right to work in the UK Checks**

- 12.1 All staff must be checked for their right to work in the UK before their start date.
- 12.2 The SCR must record an individual's right to work in the UK, the evidence seen to verify this right, as well as the date the evidence was seen and by whom.
- 12.3 Where an individual has the automatic right to work in the UK a record should be kept of the documents seen to confirm this entitlement e.g. UK passport number and photocopy kept on



personnel file. [Check if a document allows someone to work in the UK - GOV.UK \(www.gov.uk\)](https://www.gov.uk).

- 12.4 Where an individual requires permission to work in the UK a record should be kept of the documents seen to confirm this permission e.g. passport, share code or other immigration documents. For those with limited leave to remain/work in the UK, the SCR must also record any relevant expiry dates and the most recent date the evidence was checked (employers must re-check any employees with limited leave to remain every 12 months).
- 12.5 These checks must be completed before appointment and for further guidance on checking an individual's right to work in the UK please refer to the guidance within the 'Immigration' section of the [United Hub](#).

### 13. Overseas checks

- 13.1 Individuals who have lived or worked outside the UK must undergo the same checks as all other staff in schools. This includes obtaining (via the applicant) an enhanced DBS certificate, (including barred list information, for those who will be engaging in regulated activity) even if the individual has never been to the UK. In addition, schools must make any further checks they think appropriate so that any relevant events that occurred outside the UK can be considered. Following the UK's exit from the EU, schools should apply the same approach for any individuals who have lived or worked outside the UK regardless of whether or not it was an EEA country or the rest of the world.
- 13.2 For all new appointments, we are advising that overseas checks are sought if someone has lived or worked abroad for more than 6 months, in a single country, in the last 10 years, while over the age of 18. Additional checks can include; [Criminal records checks for overseas applicants - GOV.UK \(www.gov.uk\)](#), obtaining a Certificate of Good Conduct from relevant embassies/overseas police forces, or letter of professional standing for teachers issued by the professional regulating authority in the country(ies) in which they worked confirming they have not imposed any sanctions or restrictions or are aware of any reason they may be unsuitable to teach. These checks **must be completed unless there is a sound reason not to and wherever possible both documents must be obtained by the individual prior to their starting work**. When deciding whether to undertake additional checks, schools could consider, for example, the duration of time spent abroad, the individual's age at the time and what they were doing.
- 13.3 The 'Overseas Residence Confirmation Form' (Appendix 4) should be used to gather initial information to ascertain whether additional checks are needed. In addition, schools should complete and retain on file the Risk Assessment - Overseas Checks (Appendix 6) to provide a written record detailing all decisions and their basis.
- 13.4 Where an applicant is from, or has lived in, a country where criminal record checks cannot be made, letters of professional standing cannot be obtained or is a refugee with leave to remain in the UK and has no means of obtaining relevant information, you must take extra care in taking up references and carrying out background checks e.g. additional references should be sought and followed up by phone as well as letter.
- 13.5 The SCR must record whether or not any additional check(s) was required, if so, what additional check(s) has been carried out, the date the check(s) was undertaken and completed/evidence obtained and who carried out the check(s).



- 13.6 The notes field can be used to record the outcome of the letter of professional standing check, including whether the individual has been unable to obtain a letter. Where the letter details a concern, this information should be considered and assessed in terms of whether this impacts suitability for employment. A risk assessment form is provided in Appendix 5.
- 13.7 If additional checks are not required because the individual has not lived or worked outside the UK or if they have lived/worked outside the UK but it has been determined by the school that additional checks are not required, please indicate that the check is not required using the dropdown options on the SCR screen.
- 13.8 For all **existing appointments**, schools must consider whether appropriate checks are in place for individuals who have lived or worked abroad. We are advising that overseas checks are sought if someone has lived or worked abroad for more than 6 months, in a single country, in the last 10 years, while over the age of 18. Schools may wish to ask existing staff to complete the overseas residence confirmation form (Appendix 4) in order to ascertain whether they have ever lived or worked abroad. It is recognised that this is a potentially sensitive request, however, safeguarding requirements are subject to change and it is vitally important that schools remain fully compliant in this area. Additional checks, including obtaining a retrospective Certificate of Good Conduct, must be considered. A Risk Assessment - Overseas Checks is provided in Appendix 6. Completed risk assessments should be retained on file.
- 13.9 When deciding whether to undertake retrospective checks, schools could consider, for example, the duration of time spent abroad, the individual's age at the time and what they were doing.
- 13.10 The cost of additional checks will vary by country and it is at the school's discretion as to whether new employees or the individual bears the cost. In the case of any requests for retrospective checks, it is advised that the school meet any costs incurred.
- 13.11 If you are in any doubt over whether additional checks are necessary, please contact your HR Business Partner who will be able to advise. Decisions made whether to carry out additional checks or not must be fair, equitable and consistent.
- 13.12 For more information please contact to Foreign and Commonwealth Office on 0207 008 1500 or visit the [Home Office website](#).
- 13.13 Applicants can find contact details of regulatory bodies in the EU/EEA and Switzerland on the [Regulated professions database - European Commission \(europa.eu\)](#).
- 13.14 The Department for Education has also issued [guidance on the employment of overseas-trained teachers](#).

## 14. References

- 14.1 Although not a statutory requirement, it is Group policy that references are recorded on the SCR. United Learning Recruitment and Selection Policy requires at least two satisfactory written references to be obtained prior to employment commencing, or as soon as practical, the outcome of which must be recorded within the SCR. One of the references must be the current or most recent employer. Where the applicant has worked in a school, a reference must be obtained from the Headteacher of the school they have most recently worked in. If a candidate for a teaching post is not currently employed as a teacher, it is also advisable to check with the



school, college or local authority at which they were most recently employed, to confirm details of their employment and their reasons for leaving.

- 14.2 A reference request form is available on United Hub within the [HRA Documents \(unitedlearning.org.uk\)](https://www.unitedlearning.org.uk), along with further guidance within the [United Learning Recruitment and Selection Policy](#).
- 14.3 Schools should use their professional judgement, in line with [Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk) (paragraphs 227-229, KCSIE 2024), to ensure that references obtained are robust and convincing that the individual is safe to work with children and young people.
- 14.4 The information given should also be compared with the application form to ensure that the information provided about the candidate and their previous employment by the referee is consistent with the information provided by the applicant on the form. Any discrepancy in the information should be taken up with the applicant and must be satisfactorily explained by them before proceeding further with any offer of employment.
- 14.5 In the event that references were not obtained prior to interview, they must be obtained prior to making any offer of employment.
- 14.6 The SCR screen of the SCR management systems should record the date the completed reference was evidenced, who evidenced it and the name of the referee. Completed references should be kept on the individual's personnel file.
- 14.7 More guidance on references, including providing references can be found in the [United Learning Reference Guidance](#).

## 15. Medical Fitness

- 15.1 It is Group policy that medical fitness is recorded on the SCR and it is the statutory responsibility of employers to satisfy themselves that individuals have the appropriate level of physical and mental fitness before an appointment is confirmed, in particular to a post involving regular contact with children. Furthermore, United Learning Recruitment and Selection Policy require all new employees to complete a medical questionnaire.
- 15.2 The SCR screen of the SCR management systems should record that the medical questionnaire was evidenced, who evidenced it and whether or not they are fit for role.
- 15.3 If there are recommendations made on the report, the risk assessment (Appendix 2) may need completing depending on the results. We advise to follow up with the new starter for any reasonable adjustments that can be made. If you require any further advice, please speak to your HR Business Partner.
- 15.4 For established staff (pre-dating IMASS/Medigold), the school may not have the pre-appointment medical record on file (completed by the local authority). Consequently, for the SCR, schools should state that the individual's employment pre-dates the medical requirement and add any known relevant medical details. Where there is evidence on file that indicates a former or ongoing medical issue, schools should complete and retain a risk assessment, including review dates.

## 16. Prohibition Order

- 16.1 It is a statutory requirement of the SCR that prohibition order checks are undertaken and recorded for all newly appointed teachers and support staff who will be engaged in 'teaching work'.





- 16.2 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. A person who is prohibited from teaching must not be appointed to work as a teacher in such a setting. A check of any prohibition can be carried out using the [TRA Teacher Services' system](#). Prohibition Orders are described in the Teaching Regulation Agency's (TRA) publication [Teacher misconduct: the prohibition of teachers - GOV.UK \(www.gov.uk\)](#).
- 16.3 The definition of 'teaching work' involves planning, preparing and delivering lessons to pupils, and assessing and reporting on the development, progress and attainment of pupils without the direction and supervision of a qualified teacher or other person nominated by the Headteacher.
- 16.4 Who needs to be checked?
- All teaching staff** - new offer of appointment to 'regulated activity' is conditional upon no prohibition order being present against the appointee's name. Ofsted have advised that this check should be carried out retrospectively for any teaching staff recruited since 3<sup>rd</sup> April 2014.
  - Agency and third-party teaching staff** – The school must obtain written notification that the organisation has carried out a Prohibition Order check, along with all other relevant checks, on the individual they are providing to work there.
  - Peri/Self Employed teachers** e.g. music, sports or drama teachers.
  - Trainee and Student Teachers** – if salaried by the school, a prohibition order check, along with all necessary checks, must be carried out (as per a new member of staff). Where trainee teachers are fee-funded, it is the responsibility of the training provider to carry out the checks.
  - Support staff engaged in 'teaching work'** – this could include teaching assistants and language support assistants, for example. Schools should assess how support staff are deployed to determine whether individuals are engaged in 'teaching work'.
  - Prohibition checks must also be carried out on former teachers (identifiable through their employment history) applying for teaching assistant roles.
  - Prohibition checks must also be carried out when a current member of staff moves from 'non-teaching work' into 'teaching work', even though they are not a new member of staff.
- 16.5 The SCR screen of the SCR management systems should record the Date Evidenced and Date Completed (the date the prohibition check was carried out and confirmed), Evidenced By (who carried out the check) and within the Notes box either of the following: 'No active sanction' for those that have no sanctions and 'Active sanction' for those that have any further information.
- 16.6 Proof of the prohibition order check should be kept on the individual's personnel file.
- 16.7 For a new starter without a TRN number, following the TRA update in May 2024, the list of prohibited individuals has been merged into the children's barred list. Therefore, all employees without a TRN number, must have a children's barred list check completed separate to the enhanced DBS.
- To perform the check on new starters who have a TRN number, the individual responsible for the SCR must login to the [TRA Employer Access](#) and check the teachers record which will give detailed information on whether there are any prohibitions.
- 16.8 Following the TRA update in May 2024, the tool on the TRA which provided services to 'claim' teachers employed by your school is not longer in use and currently under review.
- 16.9 Where a prohibition order check reveals information, please contact your HR Business Partner immediately for advice.



## 17. Disqualification Requirements Checks

- 17.1 The Childcare (Disqualification) Regulations 2018 prohibit anyone who is disqualified from working in a relevant setting, including in schools. For further guidance, see advice from The Department for Education on [Childcare Disqualification Requirements](#). Full details of what constitutes “disqualification” are in the [Schedules to the Regulations](#).
- 17.2 The following categories of staff in nursery, primary or secondary school settings are covered by the Childcare (Disqualification) Regulations 2018.
- a) **Early years provision** - staff who provide any care for a child up to and including reception age. This includes education in nursery and reception classes and/or any supervised activity (such as breakfast clubs, lunchtime supervision and after school care provided by the school) both during and outside of school hours for children in the early years age range; *and*
  - b) **Later years provision (for children under 8)** - staff who are employed to work in childcare provided by the school outside of school hours for children who are above reception age but who have not attained the age of 8. This does not include education or supervised activity for children above reception age during school hours (including extended school hours for co-curricular learning activities, such as the school’s choir or sports teams) but it does include before school settings, such as breakfast clubs, and after school provision; *and*
  - c) **Staff who are directly concerned in the management of early or later years provision** - schools will need to use their judgement to determine who is covered, but this will include the Head Teacher, and may also include other members of the school’s leadership team and any manager, supervisor, leader or volunteer responsible for the day-to-day management of the provision.
- 17.3 Staff employed who work in the following roles are **not** covered, i.e. staff who:
- a) only provide childcare or supervised activities out of school hours for children who are aged 8 or over; and
  - b) have no involvement in the management of relevant provision.
  - c) Staff such as caretakers, cleaners, drivers, transport escorts, catering and office staff, who are not employed to directly provide childcare, are not covered by the legislation. Similarly most staff who are only occasionally deployed and are not regularly required to work in relevant childcare will not automatically come within the scope of the legislation. Schools should exercise their judgement about when and whether such staff are within scope, evaluating and recording any risks and control measures put in place, and taking advice from their HR Business Partner when appropriate. A record of the assessment should be retained on the employee’s personnel file.
- 17.4 **Volunteers:** Volunteers and casual workers who are directly concerned with the management of childcare provision, or who work on a regular basis, whether supervised or not, in relevant childcare, are within the scope of the legislation.
- 17.5 **Governors:** Governors are covered under separate regulations – School Governance (Constitution) (England) Regulations 2012) and therefore the regulations do NOT apply to Governors, unless they volunteer to work in relevant childcare on a regular basis, or they are directly concerned with the day-to-day management of such provision. A Governor could not therefore be prevented from holding office under these Regulations, although the School Governance Regulations 2012 already set out the factors that may exclude a person from becoming a Governor, including being barred from any regulated activity relating to children and being disqualified from working with children or from registering for child minding or providing day care.



- 17.6 Governors should not therefore routinely be required to sign a declaration in relation to the Childcare (Disqualification) Regulations and any declarations already completed in this respect should be disregarded and destroyed. The only exception is where a Governor specifically also works with children in school as a volunteer helper (see above) or is an employee of the school. There is an [annual declaration proforma](#) to be completed by all governors and returned to school which self certifies and confirms continued fitness to govern.
- 17.7 **Contractors:** Contractors are responsible as employers for ensuring that persons caring for children are suitable to work with children. In the case of workers that are supplied by an agency or third party organisation, schools should ensure that the agency or organisation has carried out the relevant checks. Please refer to Appendix 3 for a template letter.
- 17.8 For new employees in relevant settings, DBS certificates should be checked with reference to the list of relevant offences in the Act (Schedules 2 and 3) to establish whether offences committed are relevant. All new appointments must also be required to complete a Declaration Form (Appendix 7) prior to commencing work (schools may wish to print the Schedules to the Regulations (which detail the disqualification orders, offences etc.) and make these available for staff with each form for reference).
- 17.9 All existing staff and volunteers in relevant settings (including those absent from work) must complete the declaration affirming that they are not disqualified on an annual basis as part of the Annual Renewal Process in the Autumn term. Current staff do not need to complete the full disqualification declaration form on an annual basis if there is one for them on file.
- 17.10 Schools must ensure that any external agency providing relevant staff, in relevant settings, carry out these checks prior to placing them in the school.
- 17.11 It is Group policy that all checks once completed are recorded on the SCR.
- 17.12 Schools should contact their HR Business Partner immediately if they:
- know now of anyone in their employment who is or may be disqualified;
  - receive a positive declaration from any member of staff; or
  - where any employee delays or refuses to sign and return a declaration.
- Anyone who is disqualified will need to be immediately removed from the relevant setting. Consideration should be given to temporary appropriate redeployment or remote working where possible before suspension is considered. Schools should seek advice from their HR Business Partner if this is the case. The school must also notify OFSTED within 14 days. The DfE recommend contacting Ofsted using their normal enquiry email address: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk).**
- 17.13 **Disqualified workers**  
HR Business Partners will support schools in dealing with cases where a disqualified person is identified. A disqualified person can apply to OFSTED for a [waiver](#). OFSTED may grant a full or partial waiver, including a waiver that would allow an individual to work in a relevant school setting. While a waiver application is under consideration the individual must not continue to work in relevant settings, but appropriate redeployment or role adjustment may be considered following a risk assessment. Where a waiver is not granted, the employee will need to be dismissed unless redeployment options are available.
- 17.14 Please see Appendix 12 for FAQs.

## 18. Safeguarding Training

It is Group policy that all Child Protection training should be recorded on the SCR for all staff and volunteers.



## 19. Prohibition from Management (Secretary of State section 128 direction)

- 19.1 A section 128 direction prohibits or restricts an unsuitable individual from participating in the management of all United Learning schools. An individual who is subject to a section 128 direction is unable to:
- take up a management position in a school as an employee;
  - be a trustee, governor or member of a proprietor body of a school; or
  - be a governor on any governing body in a school that retains or has been delegated any management responsibilities.
- 19.2 There is no exhaustive list of roles that might be regarded as 'management'. Management of a school include (but are not limited to) headteachers, principals, deputy/assistant headteachers, governors and trustees. It is important to note that the individual's job title is not the determining factor and whether other individuals such as teachers with additional responsibilities could be considered to be 'taking part in management' depends on the facts of the case.
- 19.3 To perform the check, the individual responsible for the SCR must use the government website and check the list of individuals prohibited from managing or governing school using the following link <https://www.gov.uk/government/collections/individuals-prohibited-from-managing-or-governing-schools>. The result of the check must be recorded on the SCR management system.

## 20. Gaps in Employment

Checks of previous employment history should ascertain satisfactory reasons for any gaps in employment. The information provided by the candidate on their application form should be reviewed, and also checked against references subsequently received, and any discrepancies taken up with the candidate. Interview records should capture details of any gaps in employment which are more than 30 days. The SCR screen on the HR system should be used to confirm that employment history has been checked and satisfactory reasons for any gaps provided.

## 21. Online searches for shortlisted candidate

- 21.1 Online searches must be completed as part of the recruitment process. The following steps should be followed and appendix 10 completed:
- Checks must be undertaken on all shortlisted candidates
  - Our recruitment processes should make it clear to candidates that an online check will be undertaken. (This will need to be a verbal/manual step, (until such time that we are able to build this into the iTrent recruitment module processes)
  - A Google search will be undertaken on candidates; if anything of concern is discovered, a more in-depth search on social media platforms should be undertaken
  - To undertake the Google search, in the search bar, type "forename surname". You may also add a location outside of the speech marks for a more targeted search.
  - A nominated school person (e.g., HRA, or person responsible for recruitment, not on the interview panel to avoid discrimination/unconscious bias) is to undertake the search



- f) The template document provided is to be completed to a) demonstrate the check has been completed and b) to inform the interview panel of any issues that have been identified, for the panel to explore with the candidate at interview
  - g) The form is to be stored appropriately with the interview notes and destroyed, as per the [United Learning Document Retention Schedule](#).
- 21.2 The search is primarily about whether the individual is suitable to work with children, however if anything is discovered that could call suitability into question for other reasons, this should also be noted for further discussion at interview. Example areas of concern could be evidence of a political affiliation, not compatible with working within the Education sector or inappropriate views in relation to any of the protected characteristics.
- 21.3 Online checks are currently not a requirement for governors, however, for best practice we recommend completing the checks. Consent should be obtained from the governor before performing the checks.

## **22. Staff transferring under TUPE from a previous employer**

- 22.1 DBS checks for TUPE transferees will only be necessary for those with a 3 month break in service. With this in mind, obtaining a new DBS Disclosure will not apply to the vast majority of staff transferring.
- 22.2 It is United Learning policy that all staff within the new school will be required to read and sign the annual Staff Student Relationship letter upon joining the Group. The Headteacher will be required to confirm compliance for the school by signing a returning the Safeguarding Compliance (Headteacher) form to Central Office HR.



## 23. United Learning Single Central Record Checks: Summary Guidance

	Identification checked and copies taken	Qualification Checks	Barred List Checks	DBS Checks	Right to Work in UK Checks	Overseas Checks	Reference 1	Reference 2	Gaps in Employment (for new starters from tbc)	Medical	Prohibition Order	Disqualification Requirements	Safeguarding Training	Prohibition from Management	EEA Restriction Check	
	Original photographic ID and address details required	Originals must be seen and copies taken and placed on personnel file (Originals must not be kept on the p/file).		Should be completed prior to employment commencing** If a risk assessment (RA) is required, this must be completed prior to employment commencing - date completed should be recorded on the SCR and copy of RA placed on p/file.	European citizen (If Tier 2 sponsorship is required, please contact your HRBP immediately and prior to an offer being made).	If lived in a country outside the UK. If you are unable to obtain a Certificate of Good Conduct prior to employment commencing, please contact your HRBP for further advice.	Must be obtained prior to employment commencing. Attempts to gain reference information should be fully documented on the SCR.	Must be obtained prior to employment commencing. Attempts to gain reference information should be fully documented on the SCR.	Checks on previous employment should ascertain satisfactory reasons for any gaps in employment	If fit with restrictions, a risk assessment should be undertaken to establish any adjustments required to role/workplace.	For teachers employed from 01/04/12 and support staff from 01/03/17 onwards. Must be undertaken for current and former teachers engaged in teaching work***	The date of training should be recorded on the SCR - ensure your DSL provides this information on a regular (e.g. annual) basis.	For individuals employed from 12/08/15 onwards	For individuals employed from 18/01/16 onwards. Must be undertaken for current and former teachers engaged in teaching work***		
Employees and Agency/Supply	<b>Primary</b>															
	Support Staff	✓	Yes if legally required for the role	✓	✓	✓	Yes if the individual has ever lived or worked outside the UK	✓	✓	✓	✓	Yes if formerly a teacher and engaged in teaching work	Yes if working with, managing or has the potential for unsupervised access to children under 8 years	✓	Yes if formerly a teacher in the EEA and engaged in teaching work	
	Teaching Assistants	✓	Yes if legally required for the role	✓	✓	✓	Yes if the individual has ever lived or worked outside the UK	✓	✓	✓	✓	Yes if formerly a teacher	✓	✓	Yes if formerly a teacher in the EEA	
	Teaching Staff	✓	✓	✓	✓	✓	Yes if the individual has ever lived or worked outside the UK	✓	✓	✓	✓	✓	✓	Yes for leadership roles	✓	
	<b>Secondary</b>															
	Support Staff	✓	Yes if legally required for the role	✓	✓	✓	Yes if the individual has ever lived or worked outside the UK	✓	✓	✓	✓	Yes if formerly a teacher and engaged in teaching work	x	✓	Yes for leadership roles	Yes if formerly a teacher in the EEA and engaged in teaching work
	Teaching Assistants	✓	Yes if legally required for the role	✓	✓	✓	Yes if the individual has ever lived or worked outside the UK	✓	✓	✓	✓	Yes if formerly a teacher	x	✓	Yes for leadership roles	Yes if formerly a teacher in the EEA
	Teaching Staff	✓	✓	✓	✓	✓	Yes if the individual has ever lived or worked outside the UK	✓	✓	✓	✓	✓	x	✓	Yes for leadership roles	✓
	<b>All Through</b>															
	Support Staff	✓	Yes if legally required for the role	✓	✓	✓	Yes if the individual has ever lived or worked outside the UK	✓	✓	✓	✓	Yes if formerly a teacher and engaged in teaching work	Yes if working with, managing or has the potential for unsupervised access to children under 8 years	✓	Yes for leadership roles	Yes if formerly a teacher in the EEA and engaged in teaching work
	Teaching Assistants	✓	Yes if legally required for the role	✓	✓	✓	Yes if the individual has ever lived or worked outside the UK	✓	✓	✓	✓	Yes if formerly a teacher	Yes if working with, managing or has the potential for unsupervised access to children under 8 years	✓	Yes for leadership roles	Yes if formerly a teacher in the EEA
	Teaching Staff	✓	✓	✓	✓	✓	Yes if the individual has ever lived or worked outside the UK	✓	✓	✓	✓	✓	Yes if working with, managing or has the potential for unsupervised access to children under 8 years	✓	Yes for leadership roles	✓
	<b>Central Office</b>															
	Non-Educationist	✓	Yes if legally required for the role	✓	✓	✓	Yes if the individual has ever lived or worked outside the UK	✓	✓	✓	✓	Yes if formerly a teacher and engaged in teaching work	Yes if working with, managing or has the potential for unsupervised access to children under 8 years	✓	Yes for leadership roles	Yes if formerly a teacher in the EEA and engaged in teaching work
	Educationalist	✓	Yes if legally required for the role	✓	✓	✓	Yes if the individual has ever lived or worked outside the UK	✓	✓	✓	✓	Yes if formerly a teacher and engaged in teaching work	Yes if working with, managing or has the potential for unsupervised access to children under 8 years	✓	Yes for leadership roles	Yes if formerly a teacher in the EEA and engaged in teaching work
	SLT	✓	Yes if legally required for the role	✓	✓	✓	Yes if the individual has ever lived or worked outside the UK	✓	✓	✓	✓	Yes if formerly a teacher and engaged in teaching work	✓	✓	✓	Yes if formerly a teacher in the EEA and engaged in teaching work
Trustees	✓	x	✓	✓	✓	Yes if the individual has ever lived or worked outside the UK	✓	✓	x	x	Yes if formerly a teacher and engaged in teaching work	Yes if working with, managing or has the potential for unsupervised access to children under 8 years	✓	✓	Yes if formerly a teacher in the EEA and engaged in teaching work	
Governor	✓	x	Only if in regulate	✓	✓	Yes if the individual has ever lived or worked outside the UK	x	x	x	x	Yes if formerly a teacher and engaged in teaching work	Yes if working with, managing or has the potential for unsupervised access to children under 8 years	✓	✓	Yes if formerly a teacher in the EEA and engaged in teaching work	

Volunteers	Not regular & Supervised*	✓	x	x	x	x	x	x	x	x	x	x	Yes if working with, managing or has the potential for unsupervised access to children under 8 years	✓	x	Yes if formerly a teacher in the EEA and engaged in teaching work
	Not Regular & Not Supervised	✓	x	x	✓	x	x	x	x	x	x	x	Yes if working with, managing or has the potential for unsupervised access to children under 8 years	✓	x	Yes if formerly a teacher in the EEA and engaged in teaching work
	Regular & Supervised*	✓	x	x	✓	x	x	x	x	x	x	x	Yes if working with, managing or has the potential for unsupervised access to children under 8 years	✓	x	Yes if formerly a teacher in the EEA and engaged in teaching work
	Regular & Not Supervised*	✓	Yes if legally required for the role	✓	✓	✓	Yes if the individual has ever lived or worked outside the UK	✓	✓	✓	✓	x	Yes if working with, managing or has the potential for unsupervised access to children under 8 years	✓	x	Yes if formerly a teacher in the EEA and engaged in teaching work
Consultants (non teaching)	Not regular & Supervised*	✓	Yes if legally required for the role	x	x	x	x	x	x	x	x	x	x	✓	x	Yes if formerly a teacher in the EEA and engaged in teaching work
	Not Regular & Not Supervised	✓	Yes if legally required for the role	x	✓	x	x	x	x	x	x	x	x	✓	x	Yes if formerly a teacher in the EEA and engaged in teaching work
	Regular & Supervised*	✓	Yes if legally required for the role	x	✓	x	x	x	x	x	x	x	x	✓	x	Yes if formerly a teacher in the EEA and engaged in teaching work
	Regular & Not Supervised*	✓	Yes if legally required for the role	✓	✓	✓	Yes if the individual has ever lived or worked outside the UK	✓	✓	✓	✓	x	Yes if working with, managing or has the potential for unsupervised access to children under 8 years	✓	x	Yes if formerly a teacher in the EEA and engaged in teaching work
Contractors	Not regular & Supervised*	✓	Yes if legally required for the role	x	x	x	x	x	x	x	x	x	x	✓	x	x
	Not Regular & Not Supervised	✓	Yes if legally required for the role	x	✓	x	x	x	x	x	x	x	x	✓	x	x
	Regular & Supervised*	✓	Yes if legally required for the role	x	✓	x	x	x	x	x	x	x	x	✓	x	x
	Regular & Not Supervised*	✓	Yes if legally required for the role	✓	✓	✓	Yes if the individual has ever lived or worked outside the UK	✓	✓	✓	✓	x	Yes if working with, managing or has the potential for unsupervised access to children under 8 years	✓	x	x
* Regular is defined as 3 or more times in a 30 day period. Supervision must be 1) undertaken by a person who is in regulated activity; 2) regular and day to day; and 3) reasonable in all the circumstances to ensure the protection of children.																
** Risk Assessments, whilst DBS is pending, should only be used occasionally and where risk can be managed in the short term. Schools should consider carefully the risks associated with the role and whether it may be appropriate to delay the start of employment whilst the DBS is pending.																
*** teaching work is defined as 'planning, preparing and delivering lessons to pupils, and assessing and reporting on the development, progress and attainment of pupils without the direction or supervision of a qualified teacher or other person nominated by the Head Teacher'.																

## MAKING A REFERRAL TO THE DISCLOSURE AND BARRING SERVICE

### 24. Making a Referral

- 24.1 You must speak to your HR Business Partner for advice and guidance before starting the referral process.
- 24.2 The government has detailed information on [how to make a DBS barring referral](#).
- 24.3 Referrals are made when an employer or organisation, e.g. a regulatory body, has concerns that a person has caused harm, or poses a future risk of harm to vulnerable groups, including children. In these circumstances the employer must make a referral to the DBS. Once a regulated activity provider has permanently removed a person from regulated activity through dismissal or permanent transfer or would have if the person had not left, resigned or been made redundant, the referral must be made using the DBS referral form. The completed and signed Referral Form, supporting evidence and documents should be [submitted online](#) or [posted](#) to the DBS, who will acknowledge the referral. The case will be given a unique reference number and passed to a caseworker to be handled in accordance with DBS decision making. The DBS has produced a [guidance form](#) for referrals and a [flow chart](#) of the procedure for making a referral.

### 25. What are the Referral Conditions?

- 25.1 The Safeguarding Vulnerable Groups Act (SVGA) 2006 place a duty on employers of people working with children or vulnerable adults to make a referral to the DBS in certain circumstances. This is when an employer has dismissed or removed a person from working (paid or unpaid) in [regulated activity](#) with children or vulnerable adults (or would or may have if the person had not left or resigned etc.) because the person has:
- Been [cautioned or convicted](#) for a relevant offence, or there is reason to believe they have committed a relevant offence; or
  - Engaged in [relevant conduct](#) in relation to children and/or vulnerable adults (i.e. an action or inaction (neglect) that has harmed a child or vulnerable adult or put them at risk of harm); or
  - Satisfied the [Harm Test](#) in relation to children and/or vulnerable adults (i.e. there has been no relevant conduct (i.e. no action or inaction) but a risk of harm to a child or vulnerable adult still exists).





## 26. When to refer

- 26.1 There is an obligation under the statutory 'Keeping Children Safe in Education' to report allegations of someone perpetrating harm against children to the Designated Safeguarding Lead (DSL) who will then refer onto the local authority designated officer (LADO), within 24 hours of the alleged problem being discovered, to ensure that they are examined objectively by someone who is independent of the organisation. Do not make your own decisions over what may appear to be borderline cases, but discuss your concerns with the DSL. What may appear trivial may prove to be more serious. If at any point there is a risk of immediate serious harm to a child a referral should be made to children's social care immediately. Anybody can make a referral. If the child's situation does not appear to be improving the staff member with concerns should press for re-consideration. You should also not do anything that may jeopardise a police investigation, such as asking child leading questions.
- 26.2 A referral to the DBS should not be made until after social services have completed their investigation, or they have at least given sufficient information for the referrer to decide that they need to refer. Only when sufficient evidence has been gathered, as part of an investigation to support thinking a person has engaged in relevant conduct, satisfied the harm test or received a caution or conviction for a relevant offence, to make the referrer think the person has a case to answer should a referral be made. Referral at this stage will help to ensure that the DBS has sufficient evidence to commence its decision making process, while providing adequate safeguarding for vulnerable groups.
- 26.3 Someone under suspension should not be referred as this is a neutral act and there would be no evidence at this point to support the thought that a person has engaged in relevant conduct, or that the harm test is satisfied.
- 26.4 Where having completed your investigations and held a disciplinary hearing, the outcome is that the individual is issued with a warning (at any level within the procedure) then there is no requirement to report the matter to the DBS.

## 27. Contacting the Disclosure and Barring Service (DBS)

By telephone on 03000 200 190.

By post to **DBS Customer Services**

**PO Box 3961**

**Royal Wootton Bassett, SN4 4 HF**



## SAFER RECRUITMENT AND CHILD PROTECTION TRAINING

### 28. Safer Recruitment Training

- 28.1 It is vital that governing bodies create a culture that safeguards and promotes the welfare of children in their school. As part of this culture, it is important that they adopt robust recruitment procedures that deter and prevent people who are unsuitable to work with children from applying for or securing employment, or volunteering opportunities in schools. See the [Interview Guidance](#) for example safeguarding questions for interviews.
- 28.2 Governing bodies and proprietors should ensure those involved with the recruitment and employment of staff to work with children have received appropriate safer recruitment training, the substance of which should at a minimum cover the content of part three of KCSIE. Whilst there is no statutory timescale on refreshing the training, it is group policy that it should be updated every 3-5 years.
- 28.3 It is Group policy for the following members of United Learning staff to have completed the training:
- Headteacher of every United Learning School and Academy;
  - Chair of Governors;
  - A minimum of two other members of the SLT who are regularly involved in recruitment; and a Business Manager or comparable role.
- 28.4 Every interviewing panel must include at least one person who has completed safer recruitment training.
- 28.5 The School Staffing (England) Regulations 2009 and the Education (Pupil Referral Units) (Application of Enactments) (England) Regulations 2007 require governing bodies of maintained schools and management committees of pupil referral units (PRUs) to ensure that at least one of the persons who conducts an interview has completed safer recruitment training.

### 29. Child Protection Training

- 29.1 Governing bodies and proprietors should ensure that all staff undergo safeguarding and child protection training (including online safety) at induction. The training should be regularly updated. Induction and training should be in line with any advice from the safeguarding partners.
- 29.2 In addition, all staff should receive regular safeguarding and child protection updates, including online safety (for example, via email, e-bulletins, staff meetings) as required, and at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.
- 29.3 The Designated Safeguarding Lead (DSL) and any deputies should undergo training to provide them with the knowledge and skills required to carry out the role. The training should be updated every two years. In addition to their formal training as set out above, their knowledge and skills should be updated (for example via e-bulletins, meeting other DSLs) at regular intervals, and at least annually, to keep up with any developments relevant to their role.
- 29.4 It is recommended that schools buy into child protection training offered by their local authority for both whole school staff training and specific DSL training, since the information given will be specific to the local area processes and safeguarding arrangements.
- 29.5 Where a DSL is having difficulties sourcing appropriate training from their Local Authority, they should contact the United Learning Safeguarding Lead for assistance.



### 30. Training Log

- 30.1 A training log (held and maintained by the DSL) should be kept detailing what safeguarding training individual staff, governors and volunteers have undertaken and the date it was complete.
- 30.2 It is Group policy that the frequency of Child Protection training should be recorded on the Single Central Record, as well as the location of the Training Log.



### 31. Group Documents and Guidance

- [Safeguarding Policy Template for Independent Schools](#) and [Safeguarding Policy Template for Academies](#) and [Safeguarding Policy Template for ULT Nurseries](#).
- [Annual Staff Student Relationship Letter](#) and [Guidance](#)
- [United Learning Recruitment and Selection Policy](#)
- [SCR and New Starter Checklist](#)
- [Example SCR with prompts](#)
- [Guidance on creating a SCR report](#)
- [iTrent user guides](#)
- [EIP user guide – adding a non-employee to the SCR](#)
- [SCR Guidance for School Principals](#)
- [School Educational Visit Policy](#)
- [United Learning Reference Guidance](#)
- [United Learning Document Retention Schedule](#)
- [Interview Guidance](#)
- [E-Safety Guidance on the United Hub](#)

### 32. List of Risk Assessments used in Safer Recruitment

- Appendix 2 - Academies and Independents (Current Employees)
- Appendix 5 - Overseas Letter of Professional Standing
- Appendix 6 - Overseas Checks
- Appendix 8 - Employees without a DBS Check
- Appendix 9 - DBS Risk Assessment for a disclosure

### 33. National Publications and Links

- [Keeping children safe in education - GOV.UK \(www.gov.uk\)](#)
- For further information on Ofsted inspections please visit [www.ofsted.gov.uk](http://www.ofsted.gov.uk)
- For further information on ISI inspections please visit [www.isi.net](http://www.isi.net)
- For further information on the Disclosure and Barring Service, including how to carry out checks on individuals who have lived abroad, please visit <https://www.gov.uk/government/organisations/disclosure-and-barring-service>
- [Inspecting safeguarding in early years, education and skills settings - GOV.UK \(www.gov.uk\)](#)
- [Child abuse concerns: guide for practitioners - GOV.UK \(www.gov.uk\)](#)
- [Working together to safeguard children - GOV.UK \(www.gov.uk\)](#)



## APPENDICES

### Appendix 1: SCR Audit Record

*The HRA should maintain this as a running record of who has scrutinised the SCR, actions arising, and issues resolved.*

Date of Meeting:

Time:

Location:

#### Present at Meeting:

Name	Role	Signature

#### General Comments:



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**Specific Actions:**

Action	Responsible	Deadline	Review Comment	Review Date



## Appendix 2: Risk Assessment – Academies and Independents (Current Employees)

<b>Name of Employee:</b>	
<b>Job title of Employee:</b>	
<b>Date employment commenced:</b>	
<b>Name of School/Academy:</b>	

<i>Why is this risk assessment being completed? e.g. only one reference on file</i>		
<i>What pre-employment checks have been completed?</i>		
<b>Check undertaken</b>	<b>Date completed</b>	<b>Notes</b>
<i>ID checked?</i>		
<i>DBS check?</i>		
<i>Right to work in UK checked?</i>		
<i>Barred list check complete?</i>		
<i>Confidential Declaration - clear?</i>		
<i>Staff Student relationship letter?</i>		
<i>Satisfactory Reference 1</i>		
<i>Satisfactory Reference 2</i>		
<i>Pre-employment medical – clear?</i>		
<i>Disqualification (where appropriate in early years/primary?)</i>		
<i>Prohibition checked?</i>		



<i>Prohibition from Management checked?</i>			
<i>Overseas checks? (Separate risk assessment to be completed for outstanding Certificates of Good Conduct)</i>			
<i>EEA restrictions checked (for teaching role)?</i>			
<i>Safeguarding training complete?</i>			
<i>Qualifications checked?</i>			

***Have there been any concerns that relate to the safety and welfare of children or young people or behaviour towards children or young people, expressed at any time by colleagues?***

***Have there been any concerns that relate to the safety and welfare of children or young people or behaviour towards children or young people, expressed at any time by pupils?***

***Have there been any concerns that relate to the safety and welfare of children or young people or behaviour towards children or young people, expressed at any time by parents?***

***Has the employee/worker been the subject of any disciplinary procedures (including those expired) that relate to the safety and welfare of children or young people or behaviour towards children or young people?***





**Assessment of Head teacher**

Are you satisfied, on the evidence you have, that the employee is suitable to work with children and that no further checks are required?

**Name and Job Title**

**Signature:**

**Date of Assessment:**

**Final Outcome:**

**Please retain this form on personnel files.**



### Appendix 3: Example SCR Checks Confirmation Letter

[Name]  
[Address]

[Date]

Dear [Name]

To enable us to ensure that we are compliant with current Legislation and our own Safeguarding Children Guidelines, it is a requirement that we receive written confirmation from you that you have obtained certain information from all of your employees who visit our site at [NAME SCHOOL].

Please confirm the following:

- All of your employees have had an enhanced DBS check;
- You have carried out appropriate further checks for individuals who have lived or worked abroad for more than 6 months, in a single country, in the last 10 years, while over the age of 18 (for further information, please refer to <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants> or where this has not been possible consider additional references/checks;
- Your employees have been checked for their Right to Work in the UK and that they are compliant;
- You have evidenced their identity and address e.g. passport or driver's license with utility bill or P45/60 (issued within last 3 months), plus photographic evidence;
- You hold copies of their certificates of qualification, if a qualification is a legal requirement for the post ;
- (For teaching staff) satisfactory Prohibition Order checks have been completed;
- Where applicable, satisfactory Disqualification declaration have been completed;
- You have received at least two satisfactory references in respect of each employee;
- Appropriate pre-employment medical checks or risk assessment;
- For teaching staff who have worked overseas – EEA sanctions check (if employed before 1/1/21) or letter of professional standing from professional regulating authority (if employed from 1/1/21 onwards).

Could you also please supply us with a copy of your own Safeguarding/Child Protection Policies.

If you have any questions relating to this matter then please do not hesitate to contact me on the number above.

Please forward to me written confirmation of your compliance at your earliest convenience, and thank you in advance for your assistance with this matter.

Yours sincerely,  
(on behalf of United Learning)



## Appendix 4: Overseas Residence Confirmation Form

Please complete either Section A or B.

### Section A: I confirm that I have never lived or worked outside the UK.

Full Name (Please Print): \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### Section B: I confirm that I have lived or worked outside the UK.

United Learning reserve the right to request further checks that they think appropriate so that any relevant events that occurred outside of the UK can be considered. I understand my obligation to meet these requirements by requesting a Certificate of Good Conduct and letter of professional standing for teachers from that country, or those countries, of residence, and to keep [ENTER SCHOOL] informed of the progress of my application for that/those certificate(s)/letter(s).

Please list below where you have lived or worked abroad for more than 6 months, in a single country, in the last 10 years, while over the age of 18, providing dates and detail of:

Country	Dates (From/To)	In what capacity? (Lived/Worked )

Full Name (Please Print): \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### School Use Only:



## Appendix 5: Risk Assessment of Overseas Letter of Professional Standing

<b>Name of Employee:</b>	
<b>Job title of Employee:</b>	
<b>School:</b>	
<b>Dates letter of professional standing requested and received.</b>	

*Detail of identified restrictions/concerns:*

**Headteacher Assessment**

Are you satisfied, on the evidence you have, that this teacher is suitable to be employed as a teacher and work with children?

**Signature:**

**Date of Assessment:**



## Appendix 6: Risk Assessment - Overseas Checks

Although a DBS check will have been obtained, if staff were recruited and have lived overseas, this check may not always provide a complete picture of an employee's criminal record (if one exists). With this in mind, it is important that schools consider the following risk assessment to ensure they are satisfied that all reasonable steps have been taken and sufficient controls are in place / whether a retrospective overseas check is required.

<b>Name of Employee/Worker:</b>	
<b>Job title of Employee/Worker:</b>	
<b>Date employment commenced:</b>	
<b>School:</b>	
<b>During which dates was the member of staff overseas?</b>	
<b>For how long was the member of staff overseas &amp; age of staff member at that time?</b>	
<b>Was an Overseas check sought on appointment?</b>	

*What risk control measures have been completed?*

*For Regulated Activity :*

<b>Check undertaken</b>	<b>Date completed</b>	<b>Notes</b>
<i>DBS check?</i>		
<i>ID checked?</i>		



<i>Right to work in UK checked?</i>			
<i>Barred list check complete?-clear</i>			
<i>Confidential Declaration - clear?</i>			
<i>Staff Student relationship letter?</i>			
<i>Satisfactory Reference 1</i>			
<i>Satisfactory Reference 2</i>			
<i>Pre-employment medical – clear?</i>			
<i>Prohibition check – clear?</i>			
<i>Prohibition from Management? – clear?</i>			
<i>Safeguarding training complete?</i>			
<i>Qualifications checked?</i>			
<i>Disqualification (if applicable)?- clear?</i>			



<p><i>Letter of professional standing for teachers (or EEA check if employed before 1/1/21)?</i></p>			
<p><b><i>Had the employee already worked in a School in England and Wales prior to their appointment? If so, for how long and was there a break in service?</i></b></p>			
<p><b><i>Did you seek and receive any further references in the event that no Overseas Police Checks/Certificate of Good Conduct/letter of professional standing was requested / received? Detail below:</i></b></p>			
<p><b><i>Have there been any concerns that relate to the safety and welfare of children or young people or behaviour towards children or young people, expressed at any time by colleagues?</i></b></p>			
<p><b><i>Have there been any concerns that relate to the safety and welfare of children or young people or behaviour towards children or young people, expressed at any time by pupils?</i></b></p>			



*Have there been any concerns that relate to the safety and welfare of children or young people or behaviour towards children or young people, expressed at any time by parents?*

*Has the employee/worker been the subject of any disciplinary procedures (including those expired) that relate to the safety and welfare of children or young people or behaviour towards children or young people?*

**Assessment of Principal:**

Are you satisfied, on the evidence you have, that the employee is suitable to work with children and that no further checks are required in relation to their period of 'stay' overseas?

**Name:**

**Signature:**

**Date of Assessment:**

**Final Outcome:**





## Appendix 7: School Staff Disqualification Guidance and Declaration

Schools and other educational settings which provide care for pupils under the age of 8, must ensure that staff and volunteers working in these settings are not disqualified from doing so under the [Childcare Disqualification Regulations 2018](#).

A person may be disqualified through:

1. Having certain orders or other restrictions placed upon them
2. Having committed certain offences

**You are required therefore to sign the declaration below, confirming that you are not disqualified under those Regulations from working in this school.**

If you fail to complete and return the form, this will be regarded as a disciplinary matter for staff, which may result in dismissal.

A disqualified person is not permitted to continue to work in a setting providing care for children under age 8, unless they apply for and are granted a [waiver](#) from OFSTED:

**Please complete the following declaration and return to the Head Teacher by (INSERT DATE).**



## School Staff/Volunteer Disqualification Declaration

Name	Post	
<b>Please circle one answer for each question</b>		
<b>Section 1 – Orders or other restrictions</b>		
Have any orders or other determinations related to childcare been made in respect of you?		YES / NO
Have any orders or other determinations related to childcare been made in respect of a child in your care?		YES / NO
Have any orders or other determinations been made which prevents you from being registered in relation to child care, children’s homes or fostering?		YES / NO
Are there any other relevant orders, restrictions or prohibitions in respect of you as set out in the <a href="#">Schedule 1 of the Regulations</a> ?		YES / NO
Are you barred from working with Children by the Disclosure and Barring Service (DBS)?		YES / NO
Are you prohibited from teaching by the Teaching Regulation Agency (TRA)?		YES / NO
<b>Section 2 – Specified and Statutory Offences</b>		
Have you ever been cautioned, reprimanded, given a warning for or convicted of:		
Any offence against or involving a child? (A child is a person under the age of 18)		YES / NO
Any violent or sexual offence against an adult?		YES / NO
Any offence under the Sexual Offences Act?		YES / NO
Any other relevant offence?		YES / NO
Further information available in <a href="#">Schedule 2</a> and <a href="#">Schedule 3</a> of the Regulations.		
Have you ever been cautioned, reprimanded, given a warning for or convicted of any similar offence in another country?		YES / NO
<b>Section 3 – Provision of Information</b>		



<p>If you have answered YES to any of the questions above you should provide details. You may supply this information separately if you so wish, but you must do so without delay.</p>	<p>YES / NO</p>
<p>Details of the order, restriction, conviction, caution etc. including dates and relevant court(s) body(ies) relevant to the childcare disqualification legislation (give details below)</p>	
<p>You must also provide a copy of the relevant order, caution, conviction etc. In relation to cautions/convictions a DBS Certificate may be provided.</p>	
<p><b>Section 4 – Declaration</b></p>	
<p>In signing this form, I confirm that the information provided is true to the best of my knowledge and that:</p>	
<p>I understand my responsibilities to safeguard children.</p>	
<p>I understand that I must notify my Head Teacher immediately of anything now or in the future that affects, or might affect, my suitability to work in the School, including any cautions, warnings, convictions, orders or other determinations made that would render me disqualified from working with children under the Childcare (Disqualification) Regulations 2018, replacement or similar legislation. Failure to notify will be a serious matter, considered as gross misconduct under the Disciplinary processes and could result in summary dismissal.</p>	
<p><b>Signed:</b></p>	<p><b>Date</b></p>
<p><b>Print Full Name:</b></p>	



## Appendix 8: Guidance on Employees without a DBS Check and Risk Assessment

The Keeping Children Safe in Education 2024 para 212 states:

“It is vital that as part of their whole school or college approach to safeguarding governing bodies and proprietors create a culture that safeguards and promotes the welfare of children in their school or college. As part of this culture, it is important that they adopt robust recruitment procedures that deter and prevent people who are unsuitable to work with children from applying for or securing employment, or volunteering opportunities in schools and colleges.”

The level of DBS check required, and whether a prohibition check is required, will depend on the role and duties of an applicant to work in a school.

For most appointments an enhanced DBS certificate, which includes barred list information, will be required as the majority of staff will be engaging in regulated activity.

In a school a supervised volunteer who regularly teaches or looks after children is not in regulated activity, Annex E of the [KCSIE 2024](#) provides some statutory guidance of regulated activity.

**Under no circumstances should the individual commence work unsupervised in sole charge of or in unaccompanied contact with children within the United Learning Group without a cleared DBS Check. In any case where all checks have not been returned prior to the start of employment, the individual needs to have had a separate barred list check and the School should undertake a written Risk Assessment exercise in relation to the proposed work, which must be reviewed regularly and signed off by the Headteacher. All other safeguarding checks should be completed and the individual must be appropriately supervised.**

The following form should be filled in to enable prompt and effective decision-making at School level. The form, with decision recorded, should then be filed in with the personnel file. Risk Assessments should be signed off by both the Headteacher and employee when no longer required, i.e. when the correct check is completed, and retained on personnel files to evidence that due process was followed.

<b>Name of Employee/Worker:</b>	
<b>Job title of Employee/Worker:</b>	
<b>School:</b>	
<b>Date of Barred List Check and Who Completed it:</b>	
<b>Date disclosure form was sent to DBS and form reference number:</b>	
<b>Probable date of arrival of clearance:</b>	



<i>In normal working conditions, what percentage of the working week would be spent in sole charge or unsupervised contact with children? (for a teacher, this should not include non-teaching periods through the week; it will thus be in the 80-90% range for a full-time teacher)</i>
<i>Would any of this be in a one-to-one situation? If so, what percentage of the working week?</i>
<i>Would any of this be in small group situations (up to 6)? If so, what percentage of the working week?</i>
<i>Is there any potential physical contact or intimate care involved in normal working conditions?</i>
<i>Will there be a residential visit during the period before the likely arrival of the DBS Clearance?</i>
<i>What risk control measures (e.g. open doors at all times; moving to a different room; re-allocation of Teaching Assistants) could be set up for any of the above questions?</i>
<i>For a <b>new employee</b>, is there any DBS cleared member of staff who knows him/her personally?</i>
<i>For a <b>new employee</b>, have you seen a DBS certificate issued within the past 15 months or are you able to undertake an online DBS check via the update service?</i>



<p><i>For a <b>new employee</b>, did the DBS certificate or online check reveal any information?</i></p>
<p><i>For an employee already working in the School, for how long has the employee/worker been employed?</i></p>
<p><i>Did you receive satisfactory references on appointment?</i></p>
<p><i>Where applicable, have the following checks been completed satisfactorily: i) Prohibition Order; ii) Disqualification?</i></p>
<p><i>Have there been any concerns that relate to the safety and welfare of children or young people or behaviour towards children or young people, expressed at any time by colleagues?</i></p>
<p><i>Have there been any concerns that relate to the safety and welfare of children or young people or behaviour towards children or young people, expressed at any time by pupils?</i></p>
<p><i>Have there been any concerns that relate to the safety and welfare of children or young people or behaviour towards children or young people, expressed at any time by parents?</i></p>
<p><i>Has the employee/worker been the subject of any disciplinary procedures (including those expired) that relate to the safety and welfare of children or young people or behaviour towards children or young people?</i></p>



<b>Headteacher Assessment</b>	
Are you satisfied, on the evidence you have, that the employee/worker is suitable to work with children?	
<b>Signature:</b>	<b>Date of Assessment:</b>
<b>Job Title:</b>	
<b>Final Outcome</b>	
<b>Date and Comments from any interim reviews undertaken</b>	
<b>Date and Comments on completion of outstanding check</b>	
<b>Headteacher Signature:</b>	
<b>Employee Signature:</b>	

Please retain on personnel file.



## Appendix 9: United Learning DBS Risk Assessment for a disclosure

This document is to be used when a DBS check for a potential new employee has been returned and provides information about convictions, cautions, reprimands and warnings held on the Police National Computer (PNC) and/or additional information held by the police such as interviews and allegations. Additional information may be disclosed where a chief police officer reasonably believes it to be relevant and considers that it ought to be disclosed.

Schools and nurseries should assess cases fairly, on an individual basis. A decision not to appoint somebody because of their conviction(s) should be clearly documented on this document, so if challenged the school or college can defend its decision, in line with its policy on the recruitment of ex-offenders.

When assessing any disclosure information on a DBS certificate, schools and colleges should take into consideration the explanation from the applicant, including for example:

- *the seriousness of any offence and relevance to the post applied for*
- *how long ago the offence occurred*
- *whether it was a one-off incident or a history of incidents*
- *the circumstances around the incident, and,*
- *whether the individual accepted responsibility for their actions.*

The school or college should also consider the incident in the context of the Teachers' standards and Teacher misconduct guidance, if the applicant is applying for a teaching post. They should arrange a meeting with the applicant to discuss the incident(s)/conviction(s), to allow the school to complete this form and make an informed judgement on risk/suitability.

Summary/description of incident(s)/conviction(s) – including exact details of any offences

### Why is this risk assessment being completed?

The Rehabilitation of Offenders form and/or DBS certificate has been returned with information contained which may be relevant to employment. This will not necessarily bar the applicant from working with United Learning. It will depend on the nature of the position that they are applying for and the circumstances at the time of the incidents or offences. This process gives the applicant the opportunity to provide an explanation for these incident(s) or offence(s), as well as the circumstances at the time. UL needs to know who was involved, when it occurred, what occurred, where the incident or offence was committed and why it was committed.

Name of Applicant:	
Job/Role applicant has applied for:	
School:	
Date of meeting held:	





## Assessment of Risk

Please can the appropriate member of staff complete the following questions.

Question	Answer (Drop down box)	Comments/details
Did the applicant disclose the incident or offence before the DBS certificate was seen?		
Does the applicant agree that the information detailed on the DBS Certificate is correct?		
Were any offence(s) work-related or committed within the context of a working with children?		
Were any offences committed within the last 5 years?		
What are the individual's views regarding the incident(s)/offence(s) now?	E.g. remorse, Regret, justified, denial.	
Would they do anything differently now?		
Has the individual's circumstances changed since the incident(s)/conviction(s)?  e.g. location/friends/education?		
Are there any mitigating circumstances? e.g. immaturity, traumatic life event. (Please attach and risk management plan to this document as an appendix).		
Do the matters disclosed form any pattern e.g. repeat offences or repeat motivation.		



Can the applicant demonstrate any efforts not to re-offend?		
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<b>Any further relevant information</b>

**Outcome**

<b>Risk Assessment Decision:</b>		<b>Rationale for Decision:</b>	
Is this adult suitable to be appointed to the role?	Choose an item.		

<b>Risk assessment completed by:</b>			
Name (printed):			
Role:			
Signed:		Date:	

<b>Risk assessment authorised by (Headteacher/Principal):</b>			
Name (printed):			
Role:			
Signed:		Date:	

Once this document has been completed please confidentially and securely share a copy of the document with the UL safeguarding lead for central office authorisation. Only once all parts of the document are completed can the final decision be shared with the applicant.

<b>Risk assessment authorised by UL Safeguarding Lead:</b>			
Name (printed):			
Role:			
Signed:		Date:	



## Appendix 10: Template for on online searches for shortlisted candidates

**Safer Recruitment** - Online Check (Google search) template - once completed please keep on file with the interview pack

- Shortlisted candidates only
- The search is to highlight any concerns about whether the individual is suitable to work with children, or would bring the organisation into disrepute

Candidate name:

Role applied for:

Interview date and time:

Google search completed (please tick):                      Yes                       N

Feedback for panel:

Check completed by:

Date completed:



## Appendix 11: Central Office Staff and Trustees Single Central Record Letter

20 January 2025

### All United Learning Academies and Independent Schools

In order to ensure that, as a group, we are compliant with statutory legislation and our own Safeguarding Children Guidelines, it is now a requirement that 'United Learning' is entered onto every school's Single Central Record, to confirm that the required vetting checks have been completed.

United Learning central office staff and Trustees do not need to be recorded individually on every school's SCR because this information is checked and held centrally. Schools do not need to manage these checks locally or see evidence of the checks. The physical evidence required has been verified by the HR department within central office.

If challenged about this during an inspection, schools should contact the HR Services Team within central office who will be able to supply the necessary information promptly on the day.

In addition, schools must undertake an identity check of all central office staff and Trustees on arrival, should they visit the school. These individuals should produce an identity badge, complete with photograph, confirming their Name, Job Title, DBS no. and Issue Date.

This letter provides written confirmation that the following checks are completed for all United Learning central office staff who, in the course of their employment, may visit any of our Academies and/ or Independent Schools. This letter also provides confirmation that the relevant checks marked below (\*) are completed for all United Learning Trustees:

- An enhanced DBS check\*;
- Barred List Check\*
- Appropriate further checks for individuals who have **ever** lived or worked abroad or, where this has not been possible, additional references sought\*;
- A check for the Right to Work in the UK and related compliance\*;
- Evidence of identity and address\*;
- Disqualification from Management (Section 128 direction), where applicable to the role\*;
- Certificates of qualification, if a qualification is a legal requirement for the post;
- Where relevant, satisfactory Disqualification declarations for those who regularly attend Primary / Early Years Settings;
- Two satisfactory references in respect of each employee or appropriate risk assessment\*;
- Pre-employment medical check to confirm fitness for role or appropriate risk assessment.

Jon Coles

**Chief Executive  
United Learning**



**United Learning**  
The best in everyone™

■ Ambition ■ Confidence ■ Creativity ■ Respect ■ Enthusiasm ■ Determination

## Appendix 12: Childcare Disqualification Requirements, FAQs

- 1. For existing staff, is the advice that a self-declaration is sufficient or is any declaration expected to be verified wherever possible, for example by viewing a current DBS check or obtaining a new one, and are employers expected to verify the absence of any Orders or restrictions?**

There is no requirement to check DBS certificates for existing staff and there is no evident process for verifying if someone has a childcare order or other restriction against them. self-declarations forms are acceptable. For new staff, the employee should sign a declaration and the DBS certificate should be checked against the list of offences in the Schedules. Of course, other offences may also lead to non-employment under normal DBS assessment processes.

- 2. Where are the disclosable offences set out?**

The relevant offences are listed in Schedules 2 and 3 in the Schedules to the Regulations - although it is appreciated that these are complex to understand. The key offences are those that result in a caution (including reprimands/ warnings/ youth cautions) issued post 2007 (see below) or conviction and relate to:

- any offences by an adult against or involving children
- any sexual offence by an adult or a child against an adult or a child
- murder, manslaughter, kidnapping, false imprisonment, ABH or GBH

The DfE have clarified that anyone who was issued with a relevant caution (including reprimands/warnings) before 6 April 2007 is **NOT** disqualified.

- 3. The reference to Burglary in Schedule 2 seems anomalous – why is it there?**

This refers to Burglary under the 1968 Theft Act which was actually Burglary involving rape so would only be applicable if someone was charged with this specific offence – which in turn comes under key offences outlined above.

- 4. Schedule 2 refers to repealed statutory offences – does this mean they do not apply?**

No – “repealed” does not mean these no longer apply, it means they have been superseded by other legislation but would still be a cause for disqualification if someone has been convicted of, cautioned etc. for any of these offences.

- 5. What if a person is not sure whether they have a relevant offence?**

We would advise declaration of anything that they think may be relevant and schools can check with the DfE ([mailbox.disqualification@education.gsi.uk](mailto:mailbox.disqualification@education.gsi.uk)) or schools can seek advice from the HR Business Partner.

- 6. The DfE guidance refers to “staff who work in the relevant provision” - does this include all staff employed e.g. including the caretaker or only those directly involved in care and supervision? If the latter, in a Primary/Junior School, does this include the Year 6 teacher/LSA who may not teach under 8s but may at any time be involved in their care or supervision (e.g. trips, playground duty etc.)?**

The DfE says: The Childcare Act stipulates that a disqualified person should not be employed in connection with early or later year’s childcare and that they should not be directly concerned in the management of that provision. A person who sometimes works in the relevant childcare provision would be included in this definition



**7. How long will it take to process an application for a disqualification waiver?**

It is a matter for Ofsted who have the responsibility for granting a waiver or not. The time it will take to process a waiver application will undoubtedly vary from case-to case; whilst many should be straightforward, others will unfortunately be more complex and take time to resolve.

**8. What constitutes childcare outside of the normal school day?**

Child care includes breakfast clubs, homework clubs, nursery and crèche provision provided by the school. Where activities are run by other providers on school premises but not managed by the school (e.g. lettings, football clubs), these are not covered as they are not child care provision.

**9. How do these Regulations sit with the Data Protection Act, particularly in respect of sensitive personal data relating to someone not employed in the school (i.e. a householder) and the school passing information to OFSTED?**

The DfE indicates that information must be processed in accordance with the Data Protection Act. The Childcare (Disqualification) Regulations require employers to pass information to OFSTED and such statutory duties are allowed under the Data Protection Act. Schools must handle and store all information in school carefully, in accordance with normal Data Protection rules.

**10. At what stage in the Recruitment process should the disclosure form be completed?**

This form should be given to shortlisted candidates to complete. If they declare relevant information which would mean they are disqualified this would need to be considered and discussed with the applicant. The school could decide not to proceed with the application on the basis that the employee is disqualified or proceed and, if they become the preferred candidate a conditional offer made and a waiver applied for. If the waiver is not granted, the conditional offer can be withdrawn.

**11. Should the Disqualification by Association check for staff employed prior to 31<sup>st</sup> August 2018 now be removed from the Single Central Record?**

For current members of staff who had the disqualification by association check done when it was a statutory requirement, the check will remain on the SCR. From 1<sup>st</sup> September 2018 the field will automatically populate with N/A for all new appointments.

