

# **East Midlands Academy Trust**

**Single central  
record of  
recruitment and  
vetting checks  
2016/2018**

**'Every child deserves to be the best they can be'**

<b>Scope: East Midlands Academy Trust &amp; Academies within the Trust</b>	
<b>Version:</b>	<b>Filename:</b> East Midlands Academy Trust Single Central Record of Recruitment and Vetting Checks
<b>Approval:</b> This guidance was ratified by the East Midlands Academy Trust on 7 <sup>th</sup> June 2016	<b>Next Review:</b> 7 <sup>th</sup> June 2018 <i>This policy will be reviewed every two years by the Development, Safeguarding and Wellbeing Group and approved at the Strategic Board.</i>
<b>Owner:</b> East Midlands Academy Trust Strategic Board	<b>Union Status:</b> Not applicable

<b>Policy type:</b>	
Statutory	Replaces Academy's current guidance

**Guidance:**

Keeping children safe in education: Statutory guidance for schools and colleges (DfE, 2015)

## **SINGLE CENTRAL RECORD OF RECRUITMENT AND VETTING CHECKS**

Schools and colleges must keep a single central record, referred to in the regulations (described in the following paragraph) as the register. The single central record must cover the following people:

- all staff (including supply staff, and teacher trainees on salaried routes) who work at the school: in colleges, this means those providing education to children; and
- for independent schools, including academies and free schools, all members of the proprietor body.

The information that must be recorded in respect of staff members (including teacher trainees on salaried routes) is whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained:

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

For supply staff, schools should also include whether written confirmation that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, whether any enhanced DBS check certificate has been provided in respect of the member of supply staff, and the date that confirmation was received.

Where checks are carried out on volunteers, schools should record this on the single central record.

For details of records that must be kept, see:

- for maintained schools: Regulations 12(7) and 24(7) and Schedule 2 to the School Staffing (England) Regulations 2009 and the School Staffing (England) Amendment Regulations 2013 (applied to pupil referral units through the Education (Pupil Referral Units) (Application of Enactments) (England) Regulations 2007);

- for independent schools, (including academies and free schools and alternative provision academies and free schools): Part 4 of the Schedule to the Education (Independent School Standards) Regulations 2014, applies;
- for colleges: Regulations 20-25 and the Schedule to the Further Education (Providers of Education) (England) Regulations 2006; and
- for non-maintained special schools: Regulation 3 and Paragraph 6 of Part 1 and Paragraph 16 of Part 2 of the Schedule to the Education (Non-Maintained Special Schools) (England) Regulations 2011 apply.

Schools and colleges do not have to keep copies of DBS certificates in order to fulfil the duty of maintaining the single central record. To help schools and colleges comply with the requirements of the Data Protection Act, where a school or college chooses to retain a copy they should not be retained for longer than six months. A copy of the other documents used to verify the successful candidate's identity, right to work and required qualifications should be kept for the personnel file. Further information on handling DBS certificate information can be found on [GOV.UK](https://www.gov.uk).