

Ashton West End Primary Academy

Single Central Register Policy



Approved by: The Full Governing Body

Date: 16th December 2024

Next review due by: December 2025

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Ashton West End Primary Academy

Single Central Register Policy



1.Single Central Record

Ashton West End Primary Academy must maintain a Single Central Record of pre-appointment checks, referred to in the Regulations as the register and more commonly known as the Single Central Record.

The Single Central Record must cover the following people, all staff, including Teacher trainees on salaried routes, agency and third-party supply staff who work at the school. In colleges, this means those providing education to children for independent schools, all members of the proprietor body.

The bullet points below set out the minimum information that must be recorded in respect of staff members (including teacher trainees on salaried routes). The Single Central Record must indicate 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, identification checking guidelines can be found on the GOV.UK website.
- A barred list check.
- An enhanced DBS Check/Certificate.
- A prohibition from teaching check.
- Further checks on people who have lived or worked outside the UK, this would include recording checks for those European Economic Area (EEA) Teacher sanctions and restrictions.
- A check of professional qualifications, where required.
- A check to establish the person's right to work in the United Kingdom.

In addition:

- Colleges must record whether the person's position involves 'relevant activity', i.e. regularly caring for, training, supervising or being solely in charge of persons aged under 18.
- A section 128 check (for management positions).

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

The Single Central Record for Ashton West End Primary is kept in electronic form in the Staff Safe section of CPOMS. It is only accessed by the Principal, Vice Principal and the School Business Manager.

Individuals who have lived or worked outside the UK must undergo the same checks as all other staff in schools or colleges.

In addition, Ashton West End Primary Academy must make any further checks they think appropriate so that any relevant events that occurred outside the UK can be considered. The Home Office guidance on criminal records checks for overseas applicants can be found on GOV.UK.

2. Agency and Third-Party Staff (Supply Staff)

Ashton West End Primary Academy must obtain written notification from any agency, or third-party organisation they use that the organisation has carried out the checks (in respect of the enhanced DBS certificate, written notification that confirms the certificate has been obtained by either the employment business or another such business), on an individual who will be working at Ashton West End Primary.

Where the position requires a barred list check, this must be obtained by the agency or third party prior to appointing the individual. Ashton West End Primary must also check that the person presenting themselves for work is the same person on whom the checks have been made.

3. Trainee/Student Teachers

Where applicants for initial teacher training are salaried by Ashton West End Primary, then Ashton West End Primary must ensure that all necessary checks are carried out. As, trainee teachers are likely to be engaging in regulated activity, an enhanced DBS certificate (including barred list information) must be obtained.

Where trainee Teachers are fee-funded, it is the responsibility of the initial teacher training provider to carry out the necessary checks. Ashton West End Primary should obtain written confirmation from the provider that it has carried out all pre-appointment checks that Ashton West End Primary would otherwise be required to perform, and that the trainee has been judged by the provider to be suitable to work with children.

4. Existing Staff

If Ashton West End Primary has concerns about an existing staff member's suitability to work with children, the school should carry out all relevant checks as if the person were a new member of staff. Similarly, if a person working at Ashton West End Primary moves from a post that was not regulated activity into work which is considered to be regulated activity, the relevant checks for that regulated activity must be carried out.

Ashton West End Primary have a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- The harm test is satisfied in respect of that individual.
- The individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence, the individual has been removed from working (paid or unpaid) in regulated activity, would have been removed had they not left.

The DBS will consider whether to bar the person. Referrals should be made as soon as possible, and ordinarily on conclusion of an investigation, when an individual is removed from working in regulated activity, which could include being suspended, or is redeployed to work that is not regulated activity.

Where a Teacher's employer, including an agency, dismisses or ceases to use the services of a Teacher because of serious misconduct, or might have dismissed them or ceased to use their services had they not left first, they must consider whether to refer the case to the Secretary of State, as required by sections 141D and 141E of the Education Act 2002. The Secretary of State may investigate the case, if s/he finds there is a case to answer, must then decide whether to make a prohibition order in respect of the person.

5. Volunteers

Under no circumstances should a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

Volunteers who, on an unsupervised basis teach or look after children regularly or provide personal care on a one-off basis in schools and colleges, will be in regulated activity. The school or college should obtain an enhanced DBS certificate (which should include barred list information) for all volunteers who are new to working in regulated activity. Existing volunteers in regulated activity do not have to be re-checked if they have already had a DBS check (which includes barred list information). However, Ashton West End Primary may conduct a repeat DBS check (which should include barred list information) on any such volunteer should they have concerns.

There are certain circumstances where schools and colleges may obtain an enhanced DBS certificate (not including barred list information), for volunteers who are not engaging in regulated activity. This is set out in DBS workforce guides, which can be found on GOV.UK, employers are not legally permitted to request barred list information on a supervised volunteer as they are not considered to be engaged in regulated activity.

Ashton West End Primary should undertake a Risk Assessment and use their professional judgement and experience when deciding whether to obtain an enhanced DBS certificate for any volunteer not engaging in regulated activity. In doing so they should consider:

- The nature of the work with children.
- What the establishment knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers.
- Whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability.
- Whether the role is eligible for an enhanced DBS check.

Details of the Risk Assessment should be recorded.

It is up to Ashton West End Primary to determine whether a volunteer is considered to be supervised. In making this decision, and where an individual is supervised, to help determine the appropriate level of supervision, schools must have regard to the statutory guidance issued by the Secretary of State (replicated at Annex F). This guidance requires that, for a person to be considered supervised, the supervision must be:

- By a person who is in regulated activity.

Regular and day to day.

“reasonable in all the circumstances to ensure the protection of children.”

The DBS cannot provide barred list information on any person, including volunteers, who are not in, or seeking to engage in regulated activity.

6. Contractors

Ashton West End Primary should ensure that any external contractor, or any employee of the contractor, who is to work at the school has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required.

In considering whether the contact is regular, it is irrelevant whether the contractor works on a single site or across several sites.

Under no circumstances should a contractor in respect of whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity. Ashton West End Primary is responsible for determining the appropriate level of supervision depending on the circumstances.

If an individual working at Ashton West End Primary is self-employed, the school will consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account. Ashton West End Primary will always check the identity of contractors and their staff on arrival at the school or college.

7. Visitors

Ashton West End Primary does not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors (for example children's relatives or other visitors attending a sports day). The teacher in charge should use her or his professional judgment about the need to escort or supervise visitors.