**Single Central Record of Recruitment and Vetting Checks**

In addition to the various staff records which are kept as part of normal business, schools **must** also keep and maintain a single central record of recruitment and vetting checks.

Schools **must** have a record of the following people:

* all staff who are employed to work at the school; and
* all staff who are employed as supply staff to the school whether employed directly by the school or local authority or through an agency.
* The record should also include all others who have been chosen by the school to work in regular contact with children. This will cover volunteers, governors who also work as volunteers within the school, and people brought into the school to provide additional teaching or instruction for pupils but who are not staff members, e.g. a specialist sports coach or artist.

For the purposes of creating the record of checks for **supply staff** provided through a supply agency, the school will need written confirmation from the agency that it has satisfactorily completed the checks described in the current version of “Keeping Children Safe in Education” statutory guidance (para 112). The school does not need to carry out or see the checks itself except where there is information contained in the DBS Check. However, identity checks must be carried out by the school to confirm that the individual arriving at the school is the individual that the agency intends to refer to them.

The central record **must** indicate whether or not the following have been completed:

* 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.

The record must also show the date on which each check was completed or the relevant certificate obtained, and should show who carried out the check.

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;
* For non-maintained special schools: Regulation 3 and paragraph 7 of Part 1 and paragraph 18 of Part 2 of the Schedule to the Non-Maintained Special Schools (England) Regulations 2015.

Suggested format for the Single Central Record is as follows:

**Single Central Record of Recruitment and Vetting Checks**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Identity** | | | | **Qualifications** | | **Children’s List**  **(former List 99)** | **DBS** | **Prohibition from Teaching** | **Right to Work in the UK** | **Overseas Criminal Records Checks** |
| Name | Address | DOB | Evidenced and Date | Qualifications Required | Qualifications Evidenced and Date | Check Evidenced and Date | Check Evidenced and Date | Check Evidenced and Date | Check Evidenced and Date | Checks Required Y/N |
|  |  |  |  |  |  |  |  |  |  |  |