

Floreat Education



DBS/SCR Policy

FLOREAT WANDSWORTH PRIMARY SCHOOL

ADOPTED BY: LGB

DATE of ADOPTION: July 2015

DATE of LAST REVIEW: December 2017

REVIEWED BY: Headteacher

DATE RATIFIED BY FEAT BOARD:

NEXT REVIEW DATE: December 2018

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1. Mission Statement

We will enable children to flourish in school by giving them a knowledge-rich academic education and developing their character strengths and virtues. Our pupils will learn how to work hard and study well, and also to be good and to do good for others. This will set them up for a future of success and wellbeing, whatever they choose to do in their lives.

2. Purpose of Policy Statement

In accordance with ‘Keeping Children Safe in Education’ (KCSIE) which has been in effect since 3rd April 2014, it is a statutory requirement to undertake certain pre-appointment checks on all new appointments within Schools and to maintain an up-to-date Single Central Record (SCR) of these checks. This policy outlines the procedures used in selecting who needs to be on the SCR, and for its maintenance.

As the title suggests, the SCR demonstrates that all pre-employment checks have been carried out and the date they were completed, with information for all employees, volunteers and other appropriate individuals held in one secure place. The School must be able to produce the SCR in its entirety.

Copies of documentation used to verify an individual’s identity, right to work and required qualifications should be kept on that individual’s file in a secure and confidential manner. However, a copy of the individual’s DBS certificate does not have to be retained and if it is retained, it should not be for longer than six months. A justification for keeping a DBS copy on file would be, for example, if there was a disclosure relating to an individual.

3. The SCR

3.1 Who must be on the SCR?

As a general rule, anyone who has regular (defined as three or more times in a 30 days period) and unsupervised contact with children must be on the SCR. As a result, a record of the above checks must be kept for the following groups of individuals:

- All teaching and support staff (including supply staff) who work at the school;

- All others who work in regular contact (see definition above) with children in the school, including volunteers;
- Agency staff and contractors, including building contractors, caretaking, catering, security etc. who have regular (see definition above) contact with children. While we do not need to carry out the SCR checks on agency staff or contractors ourselves (since agencies are required to carry out the same checks as schools do for their staff), we will obtain written confirmation from the agency or contractor that the appropriate checks have been carried out and are satisfactory (see Appendix 1 for an example letter);
- Students on work related learning (placements of 15 days or more);
- Students on regular community work, for example, running a football club.

In addition, as Floreat Education Academies Trust encompasses academies and free schools, checks will also be undertaken for all members of the proprietor body, including the Chair, regardless of their contact with children.

3.2 Who does not need to be on the SCR?

- Visitors who only have *ad hoc* or irregular contact with children, for example those who have business with the Head of school or other staff members.
- Contractors who do not have regular contact with children, for example those carrying out emergency repairs, such as plumbers and electricians or building contractors, where children will be kept away from areas where work is being carried out due to health and safety reasons.
- Volunteers/parents: attending one-off school trips or events, which are non-residential.
- Secondary pupils undertaking voluntary work or work experience (in these cases the school placing the student must ensure they are suitable for the placement).
- Individuals on site before or after school hours.

Those groups listed above must sign in and out of the school, undergo an identification check on their first visit to the school and never be left unsupervised when children are on the premises.

3.3 Where the SCR will be held

In order to comply with the safeguarding legislation, the Floreat SCR will be held in a single, secure location on the Management Information System (MIS).

4. Statutory components of the Single Central Record

The SCR will include the following checks for all relevant individuals prior to appointment:

- Identity checks
- DBS check with barred list check where a person will be engaging in regulated activity
- Checks to confirm the right to work in the UK
- Verify professional qualifications (where necessary)
- Additional checks where the appointee has lived or worked outside the UK in one location for six months or longer in the last five years
- Prohibition from teaching check
- Barred Checks List

5. School office process for DBS/SCR

- All DBS checks will be completed online using Online Disclosures.
- All Floreat personnel employed prior to school opening will complete DBS/SCR checks by August 2015.
- For all subsequent Floreat personnel, once an offer has been made the appointed individual will be sent an email request to begin a DBS check.
- An offer of appointment to the successful candidate will be conditional upon satisfactory completion of pre-employment checks.
- An appointment must then be made with the School Business Manager to verify the chosen documents and to record all other relevant information on the SCR.
- Only once all the required information has been provided and verified will the new employee be able to start work at Floreat.
- Every effort will be made to complete relevant checks as soon as possible should there be a short timescale between the offer of employment and start date.
- All Floreat personnel will have an individual file, held in a secure location, containing all relevant documentation relating to SCR information.
- All agency staff and contractors will be asked to provide written confirmation that the appropriate checks have been carried out and are satisfactory for their own staff (See Appendix 1 for example letter).
- All visitors to school sites are to sign in and out of the school, undergo an identification check on their first visit and never be left unsupervised when children are on the premises.
- If checks have been made owing to the Disqualification by Association Act, such as a self-declaration form, then these will be recorded on the SCR including the date and reason for information request.

Appendix 1

1.1 Example SCR Checks Confirmation Letter

[Name]

[Address]

Dear [Name]

To ensure that we are compliant with current Legislation 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 school/academy.

Please confirm the following:

- All of your employees have had an enhanced DBS check
- You have carried out an overseas check on those of your employees who have spent 6 months or more overseas within the last 5 years or where this has not been possible taken out additional references
- 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
- You hold copies of their certificates of qualification if a qualification is a legal requirement for the post

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 [insert contact number]

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,