

Our Ref:
Date: 29 June 2015
Enquiries to: Schools' HR Casework Team
Tel: 03456 066 046 option 3
Email: hr@schoolschoice.org



To: All Headteachers and Chairs of Governors
of maintained schools and PRUs

**LMS Document
No. 2015/20**

Dear Colleague

Re: Safer recruitment pre-employment checks

It has come to our attention that there have been a number of cases where schools appear to be failing to follow robust processes when recruiting new employees.

I would like to take this opportunity to remind you of the requirements enshrined in the statutory guidance Keeping Children Safe in Education (KCSiE) dated March 2015, which can be found [here](#), or by copying this address into your browser: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

A summary of the pre-employment checks that must be carried out for all new appointments is set out on pages 23 and 24 and reproduced in Appendix one. Please note however, that the summary does not contain links to footnotes, so it is vital that you read the full requirements as set out in the statutory guidance.

In particular, I would draw your attention to the guidance relating to employment history and references that is set out in paragraphs 69 to 72 of KCSiE. References should be sought on all short-listed candidates, including internal ones, before interview, so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview. References should be scrutinised carefully to ensure that all specific questions have been answered satisfactorily. They should also be compared for consistency with the information provided by the candidate on the application form.

Paragraphs 73 and 74 of KCSiE look specifically at the requirement to keep a single central record (SCR), referred to in the regulations as the 'register'. Further information about what must be on the SCR is set out in Appendix one. A template for the SCR is available on the Ask Schools' Choice website [here](#), or by copying the following into your browser <https://ask.schoolschoice.org/schools/help/human-resources/Single-Central-Record>

It is vital that all schools follow excellent recruitment practices and that the SCR is constantly kept up to date. This process is central to ensuring that children and the wider school community are kept safe. Inspections have for many years included scrutiny of schools' processes for managing the behaviour and ensuring the safety of children, which includes the maintenance of the SCR. Any discrepancies will raise questions and could impact on the judgement for the leadership and management of the school.

All pre-employment checks should be conducted in 'real time' as part of the recruitment and selection process, with the ideal being that all checks have been completed and recorded on the SCR before the new employee starts.

Where this isn't possible, robust systems must be in place to chase up any missing information so that the SCR is always a full and complete record.

Further advice and information is available in the [Recruitment and Selection toolkit](#) and in FAQs, all of which can be found on the Ask Schools' Choice website. Your school's named HR Caseworker will also be happy to advise. Further general advice is available from the Duty HR Casework Service on 03456 066 046, option 3.

I hope this information is helpful to you in ensuring that statutory duties are met in a timely and efficient manner.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Sue Cook', written in a cursive style.

Sue Cook
Director of Children and Young People's Services

Extract from ‘Keeping Children Safe in Education 2015’

Pre-employment checks

All new appointments

63. Any offer of appointment made to a successful candidate, including one who has lived or worked abroad, must be conditional on satisfactory completion of the necessary pre-employment checks.

64. When appointing new staff, schools and colleges must (subject to paragraph 66):

- Verify a candidate’s identity. [Identification checking guidelines](#) can be found on the DBS website;
- Obtain a certificate for an enhanced DBS check which will include barred list information, for those who will be engaging in regulated activity;
- Obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available;
- Verify the candidate’s mental and physical fitness to carry out their work responsibilities. A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capability for the specific role;
- Verify the person’s right to work in the UK. If there is uncertainty about whether an individual needs permission to work in the UK, then prospective employers, or volunteer managers, should follow advice on the [GOV.UK website](#);
- If the person has lived or worked outside the UK, make any further checks the school or college consider appropriate (see paragraph 75); and
- Verify professional qualifications, as appropriate.

Single Central Record

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

- All staff (including supply staff, and teacher trainees on salaries routes) who work at the school.....

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 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.