Sample central record and guidance for Settings and Childminders

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| **Start date** | **Identity** | | | | | **Role** |
| Name | Home address | Date of birth | Evidence  (inc photo ID)  & date seen | Checked by  (NAME IN CAPS) | e.g. practitioner,  volunteer, supply/agency staff |
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| **Name**  **(cont’d from above)** | **The Children’s Barred List (List 99)**  **if applicable** | **DBS** | | **Suitability under Childcare Act 2006**  Yes/No  Date | **Recruitment checklist** | **Right to work in UK** | | **Overseas checks** |
| Check evidenced  & date | Disclosure ref. number & issue date | Date seen.  Checked by  (NAME IN CAPS) | Risk assessment if required | Evidence and date seen | Checks  required  Yes/No | Check evidenced & date |
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| **Name**  **(cont’d from above)** | **Qualifications** | | **Safeguarding training** | | | |
| Qualifications  required? Yes/No | Qualifications  evidenced &  date seen | Date of last training | Level of training,  e.g. generalist, specialist  1st Aid. | Length,  e.g. 3 hours, 1day, 2 day | Training provider, e.g. OSCB, school |
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\*Should include recent photographic identification and a record of date, evidence and name of witness

Committee information

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| **Start date** | **Identity** | | | | | **Role** |
| Name | Home address | Date of birth | Evidence  (inc photo ID)  & date seen | Checked by  (NAME IN CAPS) | e.g. practitioner,  volunteer, supply/agency staff |
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| **Name**  **(cont’d from above)** | **The Children’s Barred List (List 99)**  **if applicable** | **DBS** | | **Suitability under Childcare Act 2006**  Yes/No  Date | **Recruitment checklist** | **Right to work in UK** | | **Overseas checks** |
| Check evidenced  & date | Disclosure ref. number & issue date | Date seen.  Checked by  (NAME IN CAPS) | Risk assessment if required | Evidence and date seen | Checks  required  Yes/No | Check evidenced & date |
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\*Should include recent photographic identification and a record of date, evidence and name of witness

Single Central Record guidance

Identity Checks – The check should confirm name, date of birth, address and should have been a photographic form of identity (e.g., passport).  This check can also help prove the persons eligibility to work in the UK.

* Evidence seen, date checked and checked by -  The documents you should check should confirm name, date of birth, address

and should be in a photographic form of identity such as a passport.

* If the individual cannot provide any form of photographic evidence you should try to seek more than one additional form of ID along the lines required by the DBS check. Make sure that you see originals. Photocopies should never be accepted.
* Record on the SCR the evidence you have seen, eg Passport, driving licence etc.
* Record the date it was checked and the name of the person who checked it.

It is good practice to take a copy of the documents, sign and date that the original has been seen and hold the copy in the personal file.

A Children’s Barred List check (List 99) - The Children’s Barred List (List 99) Check allows educational establishments to check against a database to see if there is a possible match for a person included in the children’s barred list.

This is not however a police check and does not show convictions; this can only be obtained through an Enhanced disclosure check. If a person is included in the children’s barred list, employment by the educational establishment is prohibited.

A separate Children’s Barred List check, depending on the result, may enable an applicant to start work while the enhanced disclosure is being processed along with a R/A (subject of course to all other relevant references and **pre-employment checks** being completed).

The Department for Education say that educational establishments (such as schools, colleges and nurseries) can apply for a Children’s Barred List check if their applicant:

* Undertakes unsupervised activities: teaching, training, instructing, caring for or supervising children, or providing advice/guidance on well-being, or driving a vehicle only for children.
* Works for a limited range of establishments (‘specified places’), with opportunity for contact: e.g. schools, children’s homes, childcare premises. This does not include work by supervised volunteers.
* Provides relevant personal care, e.g. washing or dressing; or health care by or supervised by a professional
* Is a registered childminder and/or foster-carer.
* **Prohibition order checks for schools only** - prevents a person from carrying out teaching work in schools. This check can be done through the Employer Access Online Service <https://www.gov.uk/government/publications/keeping-children-safe-in-education> page18

DBS - Record the disclosure certificate number and the date it was issued. And record the date it was checked and who checked it within your organisation. There is no mandatory requirement to set in place a programme of 3 yearly DBS renewals; however in Oxfordshire we advise it is good practice. **All staff are required to sign up to the update service.**

Suitability under Childcare Act 2006 - The setting should be able to evidence that it has complied with the Childcare Disqualification Regulations and that staff have been asked to confirm that they are not disqualified under the regulations.  The EY toolkit has a document for you to ask staff to [fill in](https://www.oxfordshire.gov.uk/cms/sites/default/files/folders/documents/childreneducationandfamilies/informationforchildcareproviders/Toolkit/Clarification_staff_disqualification_requirements.docx)

Recruitment checklist -This is the process to go through when employing staff (advertising post, handling of application, interview process, references, employment checks, right to work in UK, DBS etc.

* If it has been a straight forward process say recruitment checklist completed/tick box and have evidence of this on file, so if Ofsted ask to see evidence they can.
* If there have been things flagged up you will need to risk assess, such as 'delayed processing of DBS for post working within regulated activity with children' because this would be an issue when carrying out duties unsupervised.

Eligibility to work in the UK must be confirmed before the employee starts work.

* The record should indicate the document that was evidenced to confirm that right.
* UK and EEA nationals have that right (but must be able to prove it!); others will probably need a permit.
* Record if you see the evidence and date or record if further checks are required.

Overseas checks - Although you must still undertake a DBS (formerly CRB) check for staff that have lived overseas, it is necessary to undertake further checks with the country where they lived.  These checks may include certificates of good conduct from local police forces or embassies, follow ups to anything that is provided should be made (e.g. call the organisation that sent the document and/or make checks through embassies etc.). Once this has been checked hold a copy for the personnel file and date.

Qualifications - Where a qualification is a requirement of the post, it must be checked and confirmed as a part of the record. Safeguarding training must be recorded, the level of safeguarding training, length and the training provider; the training provider must be OSCB and face to face.

General Notes:

Committees/Governors/Volunteers – Include in a separate section on your record.

Supply Staff – You should ensure that you have written confirmation from the agency that they have carried out all the necessary checks for every member of staff they supply to you (and attach this to the record).   They must also tell you when there is any information revealed on the DBS disclosure.  We would recommend a model which allows you to check on line and see a photo of the person who is being sent to your setting/school.

\*Schools single central record can be found here <http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/safeguarding/Central_record.xlsx>