

## SAFE RECRUITMENT: PRE-EMPLOYMENT CHECKS AND THE SINGLE CENTRAL REGISTER ARK SCHOOLS GUIDANCE FOR HR ADMINISTRATORS

The purpose of this document is to provide a brief summary of the checks and information needed for the Single Central Register. The Department for Education advises that the following checks must be made on all people before working in an education service. For further guidance please see <http://www.ofsted.gov.uk/schools/for-schools/safeguarding-children>

**All ARK Schools employees must have received the following checks prior to starting employment with ARK Schools:**

- enhanced DBS disclosures;
- List 99 check (for staff in working regulated activity only);
- right to work documents;
- identity;
- overseas criminal record checks (if applicable),
- medical checks,
- qualifications; including QTS for teachers, and references.

### **Please Note:**

- While the central HR department may provide support with the online DBS disclosure application process, and the recruitment team may assist with completing reference checks, schools are responsible for ensuring that all pre-employment checks as outlined in this document are completed as required.
- Information about any non-employees (supply staff, contractors, volunteers, governors) who are not in Snowdrop needs to be elsewhere. <http://www.ofsted.gov.uk/schools/for-schools/safeguarding-children> provides detailed guidance on what checks are required for these people. A summary of checks of these staff should be compiled with the employee Single Central Register before submitting to the Ofsted inspector.
- The person responsible for photocopying original documents **must** see the original document. For documents that need to be retained (ie Right to Work documentation), a **photocopy must be taken of the originals at the school, and these photocopies should be signed and dated by person responsible for this at the school.** Please refer to the 'Document Retention Guidance Notes' for further information.
- If any of the checks completed flag any areas for concern, this should be brought to the principal's attention immediately.
- ARK Schools removed the three yearly recheck requirements for existing staff in 2013, with the following guidance:

- All new employees continue to undergo DBS checks before commencing work in all but the most exceptional cases. Employees with a break in service of more than three months will also be rechecked.
- All TUPE'd employees have a DBS check when they join the network
- Three yearly rechecks cease for academy based staff, but continue for central office staff, volunteers and contractors and any other staff deemed to be high risk
- Requirement that all agency staff are rechecked every three years (this should be done by the recruitment agency)
- Four yearly rechecks for governors (change from five years in 2014)
- ARK Schools reserves the right to repeat any check – including DBS check – if any information is received that suggests a person may no longer be suitable for continued employment
- Staff must report any arrest or caution to management immediately
- Encourage a culture of vigilance in relation to child protection to discourage an over reliance on DBS checks.

### Guidance on completing checks and what records to keep

CHECK	DOCUMENTS TO KEEP ON FILE	IF CHECK NOT COMPLETED BEFORE START DATE	INFORMATION TO ENTER IN SNOWDROP	ADDITIONAL GUIDANCE
<b>Identity check</b>	Keep a copy of right to work evidence documents on file.	ID should be checked and copied at interview stage. The name recorded on the official identity should be used for all record keeping (eg Snowdrop) and official documentation (eg contract of employment) regarding the individual. Contact HR for advice if the individual cannot provide photo ID.	On the 'Employment Information' tab – enter date checked and who completed the check.	
<b>List 99 check</b>	Print out of check to go on file. Date of check must be recorded on Snowdrop. <b><i>From 2012: For staff working in 'regulated activity' only.</i></b>  <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/249435/dbs-factsheet-regulated-activity-children.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/249435/dbs-factsheet-regulated-activity-children.pdf</a>	<b>This check should be completed prior to an offer of employment.</b> Contact HR immediately if the List 99 check returns any information. Ensure that you use details on identification which ideally must be the individual's passport, and check all variations of the individual's name, including previous surnames.	In 'Background Checks' – check type of 'List 99'.	<b><u>Always use details on ID provided. Check all variations of name.</u></b>

<p><b>Enhanced DBS disclosure</b></p>	<p>Email notification from DDC which includes DBS Disclosure number and date of issue</p> <p>File notes (if applicable).</p> <p>Risk assessment form (if applicable).</p>	<p><b>Employees should not be allowed to start work without a DBS disclosure. It is expected that the online DBS form will be completed as soon as possible after an offer is accepted.</b></p> <p><b><u>Very occasionally, if there is clear and urgent need to start someone prior to their DBS disclosure being returned, this may be acceptable as long as:</u></b></p> <ul style="list-style-type: none"> <li>• HR Manager for the school is consulted.</li> <li>• A list 99 is completed (for staff working in ‘regulated activity only’.</li> <li>• There is a demonstrable urgent need for the employee to start</li> <li>• An online DBS form has been completed and sent to the DBS</li> <li>• All other pre employment checks have been completed</li> <li>• A risk assessment form is completed and signed by the principal and central HR prior to the employee starting, and reviewed fortnightly until the DBS is returned. The employee must be closely supervised until the DBS disclosure is received by the school.</li> </ul> <p>Central HR will let you know when a DBS disclosure issued through DDC has content. In this instance, the school must insist that this person brings in their certificate and discuss the content with the relevant central HR Manager before allowing the person to start work.</p> <p>From June 2013, it will be possible to accept a previous CRB for <u>some</u> people and check if it is still up to date using the DBS Update Service. This is only possible where the recruit has a disclosure dated after 17 June 2013 and has paid the annual fee to keep their information up to date. The check can be done at <a href="https://secure.crbonline.gov.uk/crsc/check">https://secure.crbonline.gov.uk/crsc/check</a> (you will need the person’s disclosure certificate). Print out and file the confirmation that there has been no change. If the check results in the wording ‘This Certificate is no longer current.’, then you must complete the usual DDC check process. As with the DDC process, if the disclosure certificate has any content, you must discuss this with the relevant central HR Manager before allowing work to start.</p>	<p>In ‘Background Checks’ – check type of ‘DBS’. Enter as ‘Pending’ with the date the online DBS form is submitted to DDC . Change to ‘Passed’ with the disclosure number after the disclosure is received and update the date of the check to reflect the date of disclosure</p> <p>Information required is: the date disclosure was issued, the unique disclosure reference number, and the details of the recruitment decision taken where a conviction was disclosed, including the reason why the applicant was considered suitable for appointment. Specific details of any conviction disclosed are not required to be noted on Snowdrop.</p>	<p><a href="#">DBS Guidance</a></p>
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<b>Right to work in the UK</b>	<p>Ideally, the employee will provide his/her passport.</p> <p>Copy of the passport front cover and photo page to go on file.</p> <p>If the employee cannot provide a British or EEA passport, please send documents through to <a href="mailto:hssystem@arkonline.org">hssystem@arkonline.org</a> for checking. Please refer to the <a href="#">Right to Work Checking Tool</a> or contact HR for further advice.</p>	<p>Permission to work checks must always be completed prior to an employee's start date. Employees must not be permitted to start duties until acceptable documents are provided.</p> <p><b>Allowing an employee to commence work prior to these checks can result in large fines and/or imprisonment.</b></p>	<p>In 'Background Checks' – check type of 'Right2Work'. Check result must be either 'EEA or Swiss Citizen', 'Indefinite Leave to Remain' or 'Limited Leave to Remain'</p> <p>Enter type of document and any reference numbers in the reference field e.g "British passport 1234567"</p> <p>For Limited Leave to Remain ensure all fields are completed, including expiration dates.</p>	<p><a href="#">Right to Work Checking Tool</a></p> <p><a href="#">EEA Countries</a></p>
<b>Quals</b>	Copies of <b>all</b> relevant certificates.	Qualifications checks must always be completed prior to an employee's start date. Employees must not be permitted to start duties until acceptable documents are provided.	In the Qualifications screens.	
<b>QTS Employer Access – Teaching Staff Only</b>	A printout of the Employer Access Register to be kept on file.	<p>The Employer Access service <b>must</b> be checked for all teaching staff. Ideally you will check prior to offer but at the very latest prior to start date. Please contact HR immediately if the employer access database contains any concerning information.</p> <p>The service lists:</p> <ul style="list-style-type: none"> <li>• teachers who have been prohibited from teaching.</li> <li>• teachers who may be the subject of a suspension or conditional order imposed by the GTCE (prior to its abolition) that is still current.</li> <li>• teachers who have failed to successfully complete their induction or probation period.</li> </ul>	<p>In 'Background Checks' – check type of 'QTS.</p> <p>Include DFE number in reference field</p> <p>NOTE: HLTA status should also be checked for HLTAs - by checking HLTA qual certificate.</p>	<a href="#">What is QTS?</a>

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		<p><a href="https://www.education.gov.uk/employeraccess/LoginAction.do">https://www.education.gov.uk/employeraccess/LoginAction.do</a></p> <p>If teacher holds QTLS, you should obtain a copy of their certificate and check with the IfL that a teacher has QTLS status before they are given a job as a qualified teacher. This is the acceptable evidence that a teacher has QTLS status and IfL membership. The IfL status register is at <a href="https://www.ifl.ac.uk/cpd-and-qtls/professional-status-register/">https://www.ifl.ac.uk/cpd-and-qtls/professional-status-register/</a></p> <p>If you are hiring a teacher from overseas, please check this document for guidance: <a href="https://www.gov.uk/government/publications/employing-overseas-trained-teachers-from-outside-the-eea">https://www.gov.uk/government/publications/employing-overseas-trained-teachers-from-outside-the-eea</a></p> <p>HLTA status should also be checked for HLTAs - by checking HLTA Qualification certificate.</p>		
<b>Overseas criminal record check (where necessary)</b>	<p>This is only necessary where an employee has moved from overseas, as the DBS check does not access overseas records. A certified copy of the employee's police record ('Certificate of Good Conduct') from their last country of residence should be kept on file.</p> <p>Contact <a href="mailto:hssystem@arkonline.org">hssystem@arkonline.org</a> for guidance</p>	<p>If it is not possible to obtain this, ensure that all other checks are completed. You should keep records to demonstrate that you have made all reasonable efforts to obtain a copy.</p> <p>If this is provided in another language, the School should arrange own translation (should not accept employee's translation, as this can be easily falsified).</p>	In 'Background Checks' – check type of 'Overseas'.	<a href="#">DBS Guidance</a>
<b>Medical fitness</b>	The BUPA feedback form and notes of any action taken as a result should be kept on file.	BUPA Checks should ideally be completed prior to an employee's start date. If this is not possible you should ensure the form is completed on	In 'Background Checks' – check type of 'Medical'.	

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		the employee's first day. You should also ask the employee if they have any specific needs/work adjustments that must be setup in the meantime.		
<b>References</b>	Two complete reference forms, covering the last three years. One must be most recent line manager.  The hiring manager should initial the references to demonstrate that they have been read.	References should ideally be completed prior to an employee's start date. Where this is not possible a verbal reference should be taken as an interim measure, but a written reference must still be required for the file.	In 'Background Checks' – check type of 'Reference' (One record for each reference.)	Reference Check Guidance Notes
<b>Induction &amp; probation period</b>	Completed probation review forms.	Not applicable	Employment Information Tab – 'Dates probation meetings held' section	Probation Policy