



Sladefield Infant School,
Bamville Road,
Ward End,
Birmingham,
West Midlands,
B8 2TJ.

8th November 2024

Dear Rob and Helen

Thank you for the opportunity to review the Single Central Record (SCR) / safer recruitment information.

The SCR is held via an Excel spreadsheet with password protection. I cross referenced a staffing list against the SCR. Job roles remain current.

Online searches continue to take place for all shortlisted candidates. You understand the relevance of this search. There is a template on file. Any information found during the search will be challenged during the interview by panel members.

Prohibition checks are completed where required. There is an understanding around the changes within Secure Access from June 2024 and the challenges this could present.

Right to work checks are completed. You recognise the importance of signing and dating evidence for the file to meet the legislative requirements. Checks via the share code are on file. Current nationalities are:

- British
- Pakistani

DBS clearances are in place. Certificates are always reviewed when employment commences. Snapshots are placed on file.

Checks for Disqualification under the Childcare Act 2006 (Childcare Disqualification Declaration) are completed for the relevant employees as you are an Infant setting.



Overseas declarations are signed with further evidence sought if the employee has worked, travelled, lived or studied abroad.

2 x files reviewed:

- A Choudhry
- H Farooq

There is a checklist in place. Interview notes are retained. The Self Declaration Form has been completed. References have been sought. The job application form has been signed. Processes are robust.

Governors are listed with Enhanced DBS clearances and Section 128 checks.

There is 1 x volunteer with all the relevant checks in place including references.

Vetting letters reviewed:

- BCU
- South & City College
- UCB
- Aston Villa
- Zest

The folder was easy to navigate and the visitor process was demonstrated to me.

Internal monitoring takes place, evidence was presented to me from May 2024. The next external audit has been booked for Autumn 2025.

If you require any further assistance, please do not hesitate to contact me. I look forward to continuing to work with you.

Yours sincerely

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