



Sladefield Infant School,  
Bamville Rd,  
Birmingham,  
B8 2TJ.

06<sup>th</sup> November 2020

Dear Helen,

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

I can confirm your template is the standard LA document and is well presented.

The prohibition and EEA sanctions are listed on the SCR with the checks completed before employment commences. **Action point:** obtain access and check the list of teachers claimed via Secure Access. Ensure no inductions are outstanding.

I confirmed the Government information released relating to EEA checks and here is the link [https://www.gov.uk/guidance/changes-to-checks-for-eu-sanctions-on-eea-teachers-from-1-january-2021?utm\\_source=68f05fec-a73d-4f9a-9473-5759e9bd97ae&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/guidance/changes-to-checks-for-eu-sanctions-on-eea-teachers-from-1-january-2021?utm_source=68f05fec-a73d-4f9a-9473-5759e9bd97ae&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)

Right to work checks are detailed with evidence held on sampled files signed and dated meeting the legislative requirements. All employees are listed as UK Nationals. I have emailed you the current List A and List B documents from the Home Office.

We briefly discussed the new requirements coming into effect from January 2021 when employing EU Nationals and the obligation to complete an online check. I will outline further information in my Autumn Newsletter.

DBS clearances are in place for all employees and the check is completed before employment. Snapshots were seen on files sampled and supported the SCR. New barred list checks have been completed where portability of the DBS has been used.

We discussed Disqualification under the Childcare Act 2006 (Childcare Disqualification Declaration). **Action points:** give a reminder to staff regarding changes to circumstances and keep evidence to demonstrate this – eg



perhaps a note in your diary/agenda item. Remove the declaration for administrative staff as they fall outside the regulations.

Overseas checks were discussed with evidence seen on files.

I reviewed 4 x files for employees recruited since my last review in March 2019:

- R Qabil
- N Akhtar
- H Mallard – **Action point:** remove the Childcare Disqualification Declaration form.
- C Parkes – **Action point:** shred the copy of the DBS certificate on file.

There is systematic approach to each employee file created. All the pre-employment checks have been undertaken. 2 references have been sought and support the details listed on the application form. I suggest initialling/dating the reference to demonstrate a member of the panel has read it. Interview notes are retained.

Medicals are completed via Occupational Health. Evidence was seen on sampled files.

Governing Body (GB) including staff are listed on the SCR with DBS clearances and Section 128 checks.

1 x employee and 1 x governor are Safer Recruitment trained and detailed on the SCR. **Action point:** update the list for any other employees who have undertaken the training.

Volunteers are listed on the SCR with DBS clearances in place. **Action point:** review the list to determine if they are parents and when communication last took place due to the pandemic, move to the leavers tab accordingly.

I have emailed you a Volunteer Policy to review and implement if applicable.

**Action point:** housekeeping on the contractors/students tab. Move to the leavers if individuals are no longer coming into school.

3<sup>rd</sup> party information was reviewed and supported the SCR. Samples taken for the audit:

- BCU – A Begum – 27.10.2020



- BCC – M Singh – 01.09.2018
- NHS – K Orr – 17.01.2019

We had a detailed discussion about supply agencies and the need to be vigilant when you choose them. I have emailed you the BCC preferred supplier list.

Internal reviews of the SCR continue to take place, which is good practice. I am booked to complete the annual audit in November 2021.

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

Yours sincerely

*Ellen Osborne*

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