

### **Issues/Questions raised from Finance Forum members**

Please find attached a list of questions that have been raised as part of the CRB and Single Central Record discussions at the recent finance forums. Whilst we appreciate not all of the issues will have been raised at each forum we felt it would be useful to produce a comprehensive list of all of the questions raised and the answers.

Please bear in mind that some of the answers given will be current and maybe subject to change at a later date.

### **CRB Process and Checks against ISA Barred List**

#### **1. Are Governors eligible for CRB checks?**

Currently the requirement is that Governors are checked against the ISA barred list (previously List 99). Where Governors undertake other voluntary work (e.g duties as a parent helper) on a regular basis then a CRB check would be required.

#### **2. If an employee comes to our school immediately following employment with another school do we need to undertake a check against the ISA barred list in addition to accepting a portable CRB Disclosure?**

Where a school is accepting a portable disclosure a check against the ISA barred list should be undertaken.

#### **3. How long do List 99/ISA checks last and should individuals be rechecked against the lists after a certain amount of time?**

Checks against the ISA barred list are not time limited and therefore there is no requirement to undertake rechecks against the lists at present whilst someone remains in the same employment.

Governors however, should be re-checked at the time of re-election.

#### **4. Where can individuals go to obtain a CRB check when they are not being employed directly by the school?**

Some self employed individuals may be able to approach their professional body in order to get an enhanced CRB disclosure.

Individuals can go to their local police station and ask for a print out that will confirm the information held for them on the PNC. However, there will be a charge

for this and it can not be accepted in place of a CRB disclosure where this is required for the position.

Schools need to be aware that they are not able to undertake a CRB or ISA Barred List check for any individual they are not directly employing.

**5. Should schools carry out checks for student teachers studying with Christchurch Canterbury or other universities?**

No – as part of the registration process the student teacher will need to apply for a CRB disclosure. If there is any concern on their suitability the GTC assessment panel will consider this as student teachers are now required to be provisionally GTC registered. Schools are advised to confirm that the necessary checks have been undertaken by the college and the individual's identity checked when they first arrive in school.

**6. Should students from Secondary/Grammar/Academies be CRB checked?**

No – they are currently still in education and therefore not eligible for a check.

**7. As Liaison Officer can I complete the on line disclosure information on behalf of the employee with their permission and whilst they are present?**

No – the individual must complete this information to ensure that the details input are correct. It is a legal requirement that the individual is the last person to see and agree the application form and that the correct information has been input before it is submitted.

**8. Should schools be asking for evidence that a CRB check has been undertaken for building/maintenance contractors?**

No – any contractor(s) on site should, for health and safety reasons, not be working near children or have any reason to have contact with them. Schools' Personnel Service however, have agreed to undertake ISA Barred List checks for those contractors working as part of Building Schools for the Future (BSF) or Private Finance Initiatives (PFI) and this process is managed by KCC's BSF/PFI team. In some cases, the Site Manager will have been CRB checked by their employer particularly where they are regularly going into the main school building but this will be specified in the contract if it is required.

**8. Should schools be undertaking checks for cleaning/catering staff employed by outside contractors?**

No – evidence needs to be obtained from the contractor that the necessary checks have been undertaken and confirm the disclosure number, issue date and umbrella body for those individuals in school. These individual's details will then need to be recorded on the Single Central Record and identity checks undertaken when they first arrive at school. Copies of the identity checks would not need to be kept just a record that this was evidenced.

**9. Can the school keep copies of CRB Disclosures under portability?**

No – the Liaison Officer should be asking the individual to see the Disclosure and taking a note of the date of issue, the registered body details, the level of check, position applied for and the disclosure reference number and entering these details on the single central record. The LO must then follow up with the Registered Body to check that no additional information was provided that is not on the applicant's copy.

However, for agency staff there is specific legislation which requires agencies to pass the school a copy of the disclosure electronically in order that the school can make an informed recruitment decision. A copy of the disclosure should not be kept on file – details should be recorded as you would for portability and any copy destroyed once a decision is reached.

**11. Is there a need to undertake CRB checks for staff employed before 2002 if they have not changed jobs and there are no concerns?**

No, those recruited before March 2002 and who have continuity of service are not required by current guidance to have CRB checks. There is however, a requirement for all these longer serving staff who work with children and young people to have been checked against List 99.

**12. Is there still a need for a 3-year rolling programme of CRB checks?**

There was **never** a statutory requirement for 3 yearly CRB checks, although some organisations and local authorities chose to do this as 'good practice'. Further checks are not required for any staff unless the person has a break in service of more than three months, although some schools, colleges and local authorities will still operate a policy of repeating checks periodically, this is not required or indeed recommended.

### **Single Central Record (SCR)**

#### **1. If an individual's personal details change should these be applied to the SCR and if so should a history of the changes be held within it?**

Only the most up to date information needs to be held on the SCR so an individual's details will need to be updated as and when you are informed. This must be recorded from evidence documentary evidence presented by the individual. You do not need to keep a history of changes as this will be held on the employee's personal file and within Personnel 7.

#### **2. When an employee leaves should their details be kept on the SCR?**

There is an archive tab within the electronic version of the SCR that SPS have created – details can be transferred to this tab but there is no requirement for this to be retained or for OFSTED Inspectors to see these details.

#### **3. Some OFSTED Inspectors are advising that the SCR record should be printed out and a paper copy kept –is this the case?**

No – holding the SCR electronically is the most secure method and Inspectors can be given access to this during a visit? However, if the school chooses to comply with an Inspector's request to provide a printed copy, the Inspector must not retain this.

#### **4. Does the SCR record the date when the CRB or L99 check was carried out (and who carried out check)? Is it necessary to also record the date when the CRB disclosure certificate was evidenced at the school?**

The SCR should show the date on which each check was completed **or** the relevant certificate obtained, and should show who carried out the check.