

Briefcase 6: All schools must have a single central record of the checks made on adults having regular contact with children. This pro forma is an example of what it might look like.

Single Central Record

Schools must keep a single central record of all staff who are employed to work at the school including those employed as support staff whether they are employed directly by the school, local authority or through an agency.

The record must also include any adults having regular contact with children in relation to the school. This includes volunteers, governors and peripatetic staff. The record should include details of:

- Identity checks
- Qualification checks
- Checks of right to work in the UK
- CRB enhanced disclosure
- ISA registration

It might be advisable for schools to keep three lists – one for employees on the school's payroll, one for supply staff and visiting teachers and the other for unpaid volunteers.

The following is a sample record. It would be beneficial to use an Excel spread sheet to enable forms 1 and 2 to combine.