

## Single Central Record (SCR) and Employee Vetting Protocol

Huddersfield New College recognises that young people and vulnerable adults have a fundamental right to be protected from harm and exploitation and students cannot learn effectively unless they feel safe. The College is committed to ensuring that best practice is adopted when recruiting and appointing those working with all young people and vulnerable adults.

This protocol outlines the various vetting and barring checks and processes that are undertaken for all potential employees.

### Single Central Record (SCR)

1. All schools and sixth form colleges must keep a single central record (SCR) to demonstrate that they've carried out the mandatory pre-appointment checks on staff. For this protocol purpose, staff are defined as; employees, potential employees, teaching contractors, agency staff, consultancy staff, casual staff and Governors. It is, in simple terms, evidence that the College has carried out defined vetting checks. There is no mandatory format for the SCR.
2. Information will be checked, collated and retained relating to staff.
3. The Single Central Record details:
  - All staff who work at the college
  - All others who work in regular contact with students
  - All members of the Governing body
  - That relevant checks are undertaken, including:
    - An identity check
    - An enhanced DBS check
    - A prohibition from teaching check
    - A Barred 128 Prohibition check
    - Further checks on people living or working outside the UK
    - A check of professional qualifications
    - A check to establish the person's right to work in the United Kingdom
    - Details of Safeguarding Training undertaken
4. Information contained within the SCR will be retained for safeguarding purposes. The information retained is not subject to our Data Protection retention notices.

### Employee Vetting

A number of different checks are made as part of the recruitment, selection and appointment processes.

### Prohibition Checks

A Prohibition Order check ensures a teacher is not prohibited from teaching. Prohibition Order checks are undertaken as standard for all teaching staff by the Director of Human Resources via the DfE website and forms part of the pre-employment checking process. Outcomes are maintained on employee's personal file and the SCR.

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## Section 128 Checks

The Section 128 check covers the names of individuals who have been barred from taking part in the management of any independent school (including academies and free schools), under the terms of a direction made by the Secretary of State for Education. Section 128 checks are undertaken as standard for all employees, by the Director of Human Resources via the DfE website and forms part of the pre-employment checking process. Outcomes are maintained on employee’s personal file and the SCR.

## Disclosure and Barring Service (DBS)

In order to assess a potential employees’ suitability for a position at Huddersfield New College, enhanced criminal record checks will be processed by Human Resources through the Disclosure and Barring Service (DBS). This will comply fully with the DBS code of practice, undertaking to treat all applicants for positions fairly. Please also refer to the Recruitment of Ex-Offenders Policy.

### Employee DBS Checks

1. All potential employees and employees will have an enhanced criminal record check through the DBS. All employment is conditional upon a satisfactory outcome and ongoing clearance.
2. Where the DBS check highlights offences, a further Risk Assessment will be undertaken by the Director of Human Resources and the Line Manager. The outcome and recommendations of this of this assessment will be considered by the Principal, for approval.

### Casual Staff DBS Checks

1. Ad hoc casual staff working a minimal number of days only, will not be subject to an enhanced criminal record check. The Line Manager will ensure that they meet with Human Resources on their first day in College. A DBS Risk Assessment will be completed and retained on file.
2. Regular casual staff (called upon on a regular basis), will be subject to an enhanced criminal record check. The Line Manager will ensure that they complete a DBS Deduction Form, so that the DBS fee can be made from their first available payment, as is for employees. Line Managers should check with Human Resources that this has been completed.
3. Exam Invigilators, as regular casual staff, they will require an enhanced criminal record check.

v	Date	Owner	Comments	Approval Route/ Date	Date of Next Review
1.	November 2019	Lisa Secker	New protocol in line with review of mandatory information	SLT; Julie Thomas 04/11/19	As need arises