Central Record of Recruitment & Vetting Checks

As required by the DFE, the Academy will keep a Single Central Record of all staff that provides confirmation that the following checks have been undertaken:
Verification of Identity (Name / D.O.B / Address)

- Qualifications (Qualifications required to do the job and any professional registrations required)
- List 99/PoCA
- DBS Disclosure
- Right to work in the UK (Asylum & Immigration Check)
- Overseas Criminal Record Checks (applicable for any employee who has spent a period of time abroad)

This record will be completed for all staff in the Academy and will be available to be assessed by Ofsted and HMI Inspectors.

Rehabilitation of Offenders Disclosure

Posts within Academies are exempt from the Rehabilitation of Offenders Act 1974. This means as a prospective employer, short listed applicants must disclose any unspent and spent convictions during the application stage.

Having a criminal conviction will not necessarily bar a person from working with children and should not be used to discount applications. Successful applicants will be required to complete a DBS Disclosure application form. Once the Enhanced DBS Disclosure Certificate is returned, any conviction information will need to match up with the applicant's original disclosure to the inter-view panel. This information will not be retained if the applicant is not successful and should be destroyed.

Pre-Employment Checks (References)

The Academy must request and have returned two references for every potential employee, one of these references must be from their current or most recent employer. As the post requires working in an environment with children, it is important to have a reference, if available, from an employer or voluntary agency demonstrating the applicant's previous work experience, paid or unpaid, of working with children.

Verification of Applicant's Identity

It is vital that each Academy knows who their employees are and have evidence to prove this. The ID check can then go on to their personal file and logged on the Academy Single Central Record.

List 99 / PoCA

This is a list of people barred from working with children, compiled by the DFE. This check is done as part of the DBS Application Process and can also be accessed separately on the teacher's pension's website by Human Resources.

Enhanced DBS Disclosure

This shows an Academy previous convictions held on file for a potential employee. Having a conviction will not necessarily bar someone from working in a job with children or vulnerable adults.

The severity, nature, circumstances and timing of the conviction will need to be taken into consideration. Applicants will need to be given the opportunity at the application stage to declare any unspent or spent convictions they may have. Any declaration they make will be compared with the returned criminal record disclosure.

Verification of Qualifications

Any essential qualifications legally required to perform a particular job, such as QTS, as stated in the person specification, need to be evidenced by the potential employee. A copy of original certificates should be taken and placed on their personal file and logged on the Central Record. This should ideally be confirmed at the interview stage.

Verification of Professional Registration

Some posts require a professional registration with a regulatory body, such as the DfE Teaching Agency etc. This again needs to be evidenced and placed on file, if the person specification states it as an essential prerequisite.

This section will be made available for all applicants applying to CORE Education Trust