We are very grateful to one of our headteacher colleagues in a maintained primary school who has had an OFSTED inspection this month for sharing some thoughts about what schools might like to double check is in place in their setting. This should not be seen as a definitive list and schools must of course make sure they have the correct procedures in place at all times, however, we hope these thoughts provide a useful focus.

**Checking the SCR**

* Ensure you can show copies of adults identification documents that were used in the DBS process. This should be stored on their personnel file.

KCSIE Paragraph 258. Schools and colleges do not have to keep copies of DBS certificates in order to fulfil the duty of maintaining the single central record. To help schools and colleges comply with the requirements of the Data Protection Act 2018, when a school or college chooses to retain a copy, there should be a valid reason for doing so and it should not be kept for longer than six months. When the information is destroyed a school or college may keep a record of the fact that vetting was carried out, the result and the recruitment decision taken if they choose to.

KCSIE Paragraph 259: Copies of DBS certificates and records of criminal information disclosed by the candidate are covered by UK GDPR/DPA 2018 Article 10.84 A copy of the other documents used to verify the successful candidate’s identity, right to work and required qualifications should be kept on their personnel file.

*Question for schools’ consideration: If adults in school do not have a personnel file ie. Volunteers, visiting staff – how can we electronically store their ID securely?*

* Ensure that there are no empty cells on the spreadsheet. If a check does not need to be carried out for an individual for any reason ie. Section 128 - indicate that it is not necessary in the box.
* Ensure staff are clear and can explain which type of check is required for different roles in school. KCSIE Paragraph 218-229 and flowcharts
* Consider how often you update checks on the TRA and how this is evidenced.
* Consider how often you update DBS checks and if you could subscribe to the update service for some adults.
* Transfer all information provided by supply agencies to the SCR and keep the original email from the agency on file.
* Delete historical entries of any adults who are not currently in school or will not be in the near future.
* Ensure the right to work in the UK column is filled in for all adults (even if all adults in the school do have a right to work in the UK) and you can show the evidence that you used to make this decision.
* Consider how you can prove that the DSL regularly checks the SCR and how this is evidenced. The governor with responsibility for safeguarding is not responsible for checking the SCR. They are responsible for checking that the DSL does it and this will be evidenced in governor minutes.

Office staff were also asked to provide evidence of:

* Personnel files including references of last appointed member of staff. If this member of staff is not class based they may go back to the last TA/teacher appointed.

**During the DSL interview you may be asked for:**

* Registers of staff attendance at recent safeguarding training
* Recording of medication that has been administered in school
* Expiry dates on medication kept in school
* Evidence of actions from green forms being followed up
* Evidence of actions from MASH referrals being followed up
* Evidence of any communication with the LADO
* Evidence of how accidents and incidents were recorded in school including LA reporting
* A list of all children not in school on that day and reasons for absence including how it had been followed up by the office
* A list of children on part time timetables, reasons why and actions to get back to full time
* Records of bullying incidents and how they have been followed up
* A list of all children who have left the school in the past two years including the name of their destination school
* A list of all children who have joined the school mid-year in the past two years
* Children and parent responses to the Ofsted questionnaire – Do you feel safe at school?
* A range of staff (Teachers, TA’s, Middays, Trainees, Office staff) interviewed and asked:

What would you do if you had a concern about a child?

What would you do if you had low level concerns about an adult?

What would you do if you had high level concerns about an adult?

What would you do if you had concerns about the head?

When did you last receive safeguarding training?

Have you read KCSIE 2021?

* Evidence of risk assessments for classroom activities eg. DT, forest school