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## Headteachers & Chairs of Governors

Dear Colleagues

### Single Central Record - Guidance for Schools

#### Pre-Employment Checks on Staff Employed Centrally and Working in Schools

As outlined in the Keeping Children Safe in Education Statutory Guidance and reflected in the Single Central Record (SCR) guidance published by Derbyshire County Council (DCC), it is necessary for each school to include staff employed centrally by DCC on their SCR if they visit the school on a regular basis.

This would include staff from services like those supporting children with special educational needs and for behaviour support.

Schools are **not expected** to carry out pre-employment checks on practitioners employed by organisations external to the school but are required to secure confirmation that such staff have received the relevant checks. Schools should not ask to see a copy of the Disclosure and Barring Service (DBS) certificate of employees from support services and do not need a separate statement for each individual officer from DCC who visits the school.

The ID badges or documentation of all visitors to school should always be checked to ensure they are the person they are purporting to be.

Where the school has a contract with Derbyshire County Council for the provision of catering and/or cleaning/caretaking services, it is also the authority's responsibility to carry out the relevant checks for those staff based in schools carrying out these services.

The following statement is the confirmation that all the necessary checks for these employees have been carried out by DCC including those that confirm professional qualifications where required, for those staff based in schools carrying out these services. **You will need to retain a copy of this letter with your SCR.**

***All staff employed by DCC who work regularly in schools have undergone all the relevant checks at the time of their appointment to the post. Staff who will***

**work with children of reception age and under, have received the Disqualification check under the Childcare Act 2006.**

**Staff working in schools are aware of their safeguarding responsibilities, receive safeguarding training and are updated regularly.**

**Please note that the date of this letter is for information only. The information remains valid until such time as it is necessary to review the content.**

If you require confirmation that a member of centrally employed staff has been DBS checked, you may email the HR Services DBS team on:

[DBS.mailbox@derbyshire.gov.uk](mailto:DBS.mailbox@derbyshire.gov.uk) or if confirmation is urgent please call 01629 535117 and select option 1 (service hours are 9am-5pm, Mon-Fri).

You will find a [copy of this letter](#) saved separately on Derbyshire SchoolsNet.

Yours sincerely



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