



Sladefield Infant School,  
Bamville Rd,  
Birmingham.  
B8 2TJ.

07<sup>th</sup> November 2022

Dear Rob and Helen,

Thank you for the opportunity to review the Single Central Record (SCR) / safer recruitment information.

The SCR remains well presented with limited access. New starters have been added with the removal of the leavers. I cross referenced sample employees against a staffing list.

Prohibition checks are listed with teachers claimed. Section 128 checks are not required for employees as you do not hold academy status.

Attached is the latest information from the Home Office regarding checking right to work from 6<sup>th</sup> April and contains an updated List A and List B document.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1066838/Employer s Guide to Right to Work Checks\\_PDF .pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1066838/Employer_s_Guide_to_Right_to_Work_Checks_PDF_.pdf)

Right to work checks are completed with evidence signed and dated. Current employees are:

- German
- Pakistani

Remaining employees are UK Nationals.

DBS clearances are in place for all employees.

Checks for Disqualification under the Childcare Act 2006 (Childcare Disqualification Declaration) were discussed to ensure compliance and understanding with the regulations.

Overseas checks are completed via the declaration form, evidence seen on file.



I sampled 1 x file

- M Khan

The file was comprehensive and supported the SCR. **Action point:** Self Declaration Form to be re-signed as N/A has been listed rather than 'Yes' or 'No' to the questions.

**Action point:** ensure all safer recruitment certificates are available to present should they be requested during an inspection.

Governing Body members are listed with DBS clearances and Section 128 checks.

There is one volunteer within the setting – M Saleem. The process was explained and paperwork presented to demonstrate robust checks; Application form, references x 2, overseas check, DBS, risk assessment, Childcare Disqualification Declaration.

Leavers have been moved from the SCR. This was raised during an inspection in the summer term (point 272 KCSIE 2022).

Vetting information was reviewed:

- BCU
- Bookmark
- Premier
- SIPS Catering
- DRB
- BCC
- NHS

I briefly mentioned the online search criteria listed in KCSIE 2022 and the need to ensure a consistent approach. You have a template that supports chosen parameters.

Internal audits take place with the most recent one completed in May 2022. The annual review has been booked for November 2023.

If you require any further assistance, please do not hesitate to contact me. I look forward to continuing to work with you.

Yours sincerely



*Osborne*

Ellen Osborne  
Compliance for Schools Ltd  
PO Box 17478  
Sutton Coldfield  
B73 9EG  
Mobile: 07739 489615  
[ellenosborne@complianceforschools.co.uk](mailto:ellenosborne@complianceforschools.co.uk)  
[www.complianceforschools.co.uk](http://www.complianceforschools.co.uk)