



Thornton Primary School,
Thornton Rd,
Birmingham,
B8 2LQ.

15 October 2019

Dear Sue and Hameeda,

Thank you for the opportunity review your comprehensive Single Central Record (SCR) / safeguarding information.

I can confirm your SCR is the standard Local Authority template and the 2 new EU columns have been added for 2019 compliance.

The prohibition and EEA sanctions are clearly listed on the SCR. The checks are undertaken before employment commences. Teachers are claimed via Secure Access and print outs were seen on files sampled.

Right to work checks have been carried out and detailed on the SCR. Current nationalities within the setting are:

- 1 x Jamaican National with limited leave to remain (2020)
- 1 x Gambian National with limited leave to remain (2021) – reviewed during the audit.
- 2 x Pakistani Nationals with settlement.

All remaining employees are UK Nationals. I was able to review sample files to ensure that the right to work information held met the legislative criteria.

All employees have DBS clearances in place, regardless of their start date. This was evidenced on the SCR with snapshots cross referenced on files sampled.

The Childcare Disqualification Declaration has been signed where applicable and this is reflected on the SCR.

Overseas checks are carried out. Evidence was seen on files sampled.

I reviewed 3 files for employees recently recruited since my last audit in October 2018:

- E Brown
- A Aktar
- N Begum

Files continue to remain comprehensive with a checklist in place; information was easy to locate within in them. Interview notes are kept and could be matched with those who are listed safer recruitment trained on the SCR.



There are 5 x employees listed who are safer recruitment.

Medical clearances are completed via Occupational Health. **Action point:** log onto the dashboard and print off the medical clearances for the files and update the missing information on the SCR.

10 x members of the Governing Body (GB) are listed on the SCR with DBS clearances and a Section 128 check. During the audit we checked that the website and the SCR corresponded.

Action point: housekeeping on the volunteer section. I am aware that some of the volunteers no longer attend the setting. Remember when you recruit, volunteers can sign to the DBS Update Service for free.

Action points: housekeeping on the centrally managed tab and ensure all 3rd party vetting letters are accessible. Perhaps hyperlink them into your SCR?

In terms of the information you are seeking within the 3rd party vetting letter here is an example '**I confirm that XXXXXX organisation undertook all the relevant pre-employment checks for XXXX including UK Right to Work and enhanced DBS clearance, [and also a children's barred list check – use if appropriate].**

I am re-booked to carry out the annual audit of the SCR in October 2020.

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

Yours sincerely

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