



Appendix 1: Self-evaluation checklist

All Staff Tab		√
Column check		
Identity check		
Enhanced DBS check/certificate		
Section 128 direction (for management positions in independent schools including academies and free schools)		
Check of professional qualifications		
Barred list check		
Prohibition from teaching work check		
Further checks on people living or working outside the UK		
Right to work in the UK.		
Identification check		
Does the Single Central Record capture the date that the person's identification documentation was checked?		
Enhanced DBS certificate		
Does the Single Central Record capture the date that the person's DBS certificate was obtained by the school?		
Does the Single Central Record capture the DBS number contained on the original paper certificate, and is it complete (00XXXXXXXX)		
Personal files, do not contain copies of the DBS certificate		
Children's Barred List		
Does the Single Central Record capture the date that the children's barred list was obtained?		
Does the date on which the barred list was checked, fall before the date that the adult commenced work in regulated activity (at the academy)		
Where the school has completed a standalone barred list check, before the certificate has been obtained by the school, they have ensured all other checks are in place		
Where the school has completed a standalone barred list check, before the certificate has been obtained by the school, they have put in place a written risk assessment		
Prohibition from teaching work check		
Does the Single Central Record capture the date that the TRA/GTCE Sanction list was checked via (DFE) Employee Access?		
Have leaders identified all non-qualified teachers, who are in 'teaching work' and completed this check them too?		
Personal files, do not contain any evidence of this check		
Right to Work in the United Kingdom		
Does the Single Central Record capture the date that the person's right to work in the United Kingdom documentation was checked?		
Does the personal file contain a clear copy of each document in a format that cannot manually be altered?		

Is there a clear process in place for ensuring that copies of documents taken are kept securely for the duration of the worker's employment and then to securely destroy them, two years afterwards.	
Does the copy contain a dated declaration on the document copy?	
Overseas Checks	
Does the Single Central Record capture the date you carried out any overseas checks.	
Qualifications check	
Does the Single Central Record capture the date that professional qualifications were verified?	
A copy of the qualification used to perform such a check, has been retained in the personal file	
Section 128 check	
Have leaders established which adults working in the academy are line managing someone, or managing a budget and are therefore considered to be involved in the management of the academy?	
Does the Single Central Record capture the date that you completed a check of the Section 128 direction list on the SCR?	
Personal files do not contain any evidence of this check	
Volunteers tab	√
Column check	
Identity check	
Enhanced DBS check/certificate	
Barred list check	
Prohibition from teaching work check	
Further checks on people living or working outside the UK	
Right to work in the UK	
Volunteers	
Does the Single Central Record capture the date on which any checks carried out upon volunteers on the volunteer tab of the Single Central Record	
Have on file a risk assessment for each volunteer	
Supply Staff tab	√
Column Check	
Person's name	
Date of Identity check	
Start date	
End date	
Written confirmation received on	
Date DBS certificate obtained (by agency)	
Date DBS Certificate received.	
Supply Staff checks	
Does the Single Central Record capture who the adult is (their name).	
Does the Single Central Record capture their start and end date	
Does the Single Central Record show that an adult goes on the record when they start work (even for only one day) and comes off it when they are no longer working at the Academy?	
Does the Single Central Record capture the date we have obtained written confirmation from the agency	
Does the Single Central Record capture the date the DBS certificate was obtained by the agency	
Does the Single Central Record capture the date you saw the certificate	

Governance tab		√
Column Check		
Person's name		
Date of Identity check		
Start of term of office date		
Right to Work check		
Barred List (where appropriate)		
Date DBS Certificate received.		
Governance Checks		
Does the Single Central Record capture who the adult is (their name).		
Does the Single Central Record capture the date of their start of term in office		
Does the Single Central Record capture the date we have checked their 'Right to Work'?		
Does the Single Central Record capture the date that the Children's Barred List was checked (if the adult is in regulated activity in addition to their governance duties)?		
Does the Single Central Record capture the date you saw the certificate		
Has the DBS certificate for the chair of the Trust Board been countersigned by the Secretary of State?		
Third-Party Tab		√
Column Check		
Person's name		
Role		
Company/Organisation name		
Date Letter of assurance received/or DBS obtained (for self-employed)		
Third-party staff related checks		
The school seeks letters of assurance from Alternative Providers and they are recorded on the Single Central Record		
The school checks the identity of visitors (including contractors, those contracted to work with children and professional visitors) on arrival at the Academy.		
Where the school engages adults who are self-employed, they seek DBS checks for them.		
The school sets out their safeguarding requirements in the contract between the organisation and the academy.		