

Type of employee

- Employee on Contract - Teacher
- Employee on Contract - Support Staff
- Casual Staff on timesheets
- Supply Teacher - cleared by school
- Supply Teacher - Agency
- Supply Teacher- Centrally Cleared
- Support Staff employed through an agency - e.g. cleaners and catering staff
- Volunteers - regulated and unsupervised (includes governors)
- Volunteers - regulated but supervised (includes governors)
- Volunteers - not regulated but supervised (includes governors)
- BFBC regulated visitor (e.g. Ed. psych, social worker, behaviour support)
- BFBC not regulated visitor (e.g. building surveyor, IT support)
- Sports coach - regular
- Berkshire Maestros
- Nurse - regular
- Trainee teacher (non salaried)
- Out of school activity provider

Name	Role	Organisation	Start/ First visit	Identity Check	Barred list check	Enhanced DBS	Risk Assessment - if DBS not back before start date	Overseas Check	Right to Work	If RTW restricted - End date or 6 month review date	QTS check	Other qualifications required for the job e.g. NVQ / GCSE Maths /English	Teachers Induction/ Prohibition Check	Medical Clearance	Reference 1	Reference 2	Section 128 Check (if applicable)	
			Date	Date docs seen	Date	Date	Date	Date	Date	Date	Date seen	Date seen	Date	Date	Date	Date	Date	
	School teaching staff		Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date (if applicable)
	School support staff		Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	
	School support staff		Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	
	School teaching staff		Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	
	School teaching staff	Eteach	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	
	School teaching staff		Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	
	School support staff	ISS	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	
	Volunteer		Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date (governors only)
	Volunteer		Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date (governors only)
	Volunteer		Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date (governors only)
	Educational psycholigist	BFC	Date	Date														
	IT software support staff	BFC	Date	Date														
	Football coach	Red 10	Date	Date														
	Flute teacher	Berkshire Maestros	Date	Date														
	Nurse - regular	NHS	Date	Date														
	Trainee teacher (non salaried)	Reading University	Date	Date														
	Judo instructor	Bracknell Judo club	Date	Date														

Where a named individual is supplied by an agency details of checks must be sought.

Where the agency just supplies a suitable individual e.g. provides substitutes if absent, confirmation that all individuals have suitable checks is sufficient

Volunteers who work infrequently and are always supervised (and therefore do not need and enhanced check) do not need to be recorded on the SCR