

## SCHEDULE 1

Regulations 22 and 23

### Information to be recorded

#### **PART 1**

Information to be recorded by the governing body of a further education institution in respect of persons providing education who have not been supplied by an employment business

1. whether the person's position involves a relevant activity;
2. whether the identity of the person has been checked;
3. whether a check has been carried out to establish whether the person is subject to any direction made under section 142 of the Education Act 2002;
4. whether a check has been carried out to ensure that the person meets all relevant staff qualification requirements;
5. where the person's position involves a relevant activity, whether an enhanced criminal record check has been carried out in respect of that person;
6. whether further checks of the kind described in regulation 6 that were considered appropriate in respect of the person have been carried out;
7. whether a check has been carried out to confirm that the person has a right to work in the United Kingdom;
8. for each check listed in this Part that has been carried out, the date on which the check was completed.

#### **PART 2**

Information to be recorded by the governing body of a further education institution in respect of persons providing education who have been supplied by an employment business

1. whether the person's position involves a relevant activity;
2. whether written notification has been received from the employment business that—
  - (a) the identity of the person has been checked;
  - (b) a check has been carried out to establish whether the person is subject to any direction made under section 142 of the Education Act 2002;
  - (c) a check has been carried out to ensure that the person meets all relevant staff qualification requirements;
  - (d) any further checks of the kind described in regulation 18(e) that were considered to be appropriate in respect of the person have been carried out;
  - (e) a check has been carried out to confirm that the person has a right to work in the United Kingdom;
  - (f) where the person's position involves a relevant activity—
    - (i) an enhanced criminal record check has been carried out in respect of that person; or

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

(ii) an enhanced criminal record certificate has been applied for and a children's suitability statement submitted by or on behalf of the employment business in respect of that person;

3. for each written notification listed in paragraph 2 that has been received, the date on which the notification was received;

4. where the employment business has obtained an enhanced criminal record certificate, whether it gives details of any relevant matter relating to the person which is recorded in central records or gives any information provided in accordance with section 113B(4) of the Police Act 1997 or whether any information has been provided in accordance with section 113B(6) of the Police Act 1997;

5. whether a copy of an enhanced criminal record certificate has been provided to the governing body of the further education institution.