Inspection of British Schools Overseas

Commentary on the BSO Standards

November 2019

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ISI periodically issues further information about regulatory matters which are available through the ISI online portal. Significant points are then consolidated into the next revision of this Commentary.

Changes since the September 2018 version are indicated by a vertical line in the left-hand margin.

# Appendix 1: Checking the admission register

Suggested format in line with England - but local regulatory requirements, if any, should be preferred.

**NB** For schools which include day and boarding pupils, it should be indicated whether each pupil is boarding or day.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Full name  *(Check a sample of entries)* | Sex | Date of birth | Name and address of all parents / guardians\* and one telephone number | Address of new or additional place(s) of residence of child, and date child began to reside there | Full name of parent the pupil lives with | Date of admission / re-admission | Name and address of last school (if any) | Name of destination school (if known) | Start date at destination school (if known) |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |

Does the school have a monthly printout or backup (if electronic)?

Are these kept for at least three years?

\* For electronic systems, it is acceptable to have one address on the back-up/print-out, with any others kept in the system.

\* More flexible timing is allowable for sixth-form students, provided that a suitable system is rigorously implemented.

# Appendix 2: Example of single central register of appointments

For a number of years, ISI has offered a sample template for the single central register of appointments (SCR), but there has been a growing trend for schools’ SCRs to become ever more complex and confusing. Many SCRs contain much information which is not required by the regulations, and this surfeit of information obscures the primary purpose of providing a central record of when appointment checks were carried out.

A better solution, now adopted by many schools, is to keep the SCR as simple as possible, recording only the dates on which checks have been undertaken, and keeping a cover sheet in each member of staff’s file, on which any additional information is recorded, such as the name of the person who has undertaken each check and any notes relevant to the checks made.

We suggest a simple spreadsheet on which the following information is recorded for each member of staff:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Staff | Supply (best practice to include) | Proprietors |
| Name of member of staff | Yes | Yes | Yes |
| Post to which appointed | Yes | Yes | Yes |
| Date on which appointment started | Yes | Yes | Yes |
| Date on which identity was checked | Yes | Yes – Note 1 | Yes |
| Date on which qualifications were checked (or N/A if not applicable) | Yes, if applicable | Yes, if applicable – Note 2 | No |
| Date on which criminal record information was received | Yes | Yes | Yes |
| Date on which barred list was checked, if available | Yes | Yes – Note 2 | Yes, if required |
| Date on which right to work was checked | Yes | Yes – Note 2 | Yes, if applicable |
| Date on which overseas checks were received (or N/A if not applicable) | Yes, if applicable | Yes, if applicable – Note 2 | Yes, if applicable |
| Date on which prohibition from teaching was checked (or N/A if not applicable or not available) | Yes, if applicable | Yes, if applicable – Note 2 | Yes, if required |
| Date on which prohibition from management was checked (or N/A if not applicable or not available) | Yes, if applicable | Yes, if applicable – Note 2 | Yes |
| Date on which references were checked | Yes | Yes – Note 2 | No |
| Date on which employment history was checked | Yes | Yes – Note 2 | No |
| Date on which medical fitness was checked | Yes | Yes – Note 2 | No |
| Date on which disqualification from childcare was checked | Yes, if applicable | Yes, if applicable – Note 2 | Yes, if required |

**Yes = a check which should be undertaken. No = a check which is not required for this particular category.**

Note 1: This should be the date on which the school has checked the member of staff’s identity when the person first arrives at the school.

Note 2: This should be the date on which the school has received written notification from the supply agency confirming that the agency has carried out this specific check for this specific person.

NB1: Where a school records information for the SCR within its Information Management System (IMS), the IMS must be capable of producing a simple printout which contains the above information.

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