



# STARS Modern Thinking For Education

## HOW DO I? Protecting Children Information

This guide describes how to add, delete, change, show & produce a report of staff 'Protecting Children Information' (also known as 'Safeguarding Children').

### Terms Used

Term Used	Description
ACTION	This details the steps you must take when following this guide.
Administrator	A user with ADMIN or SUPER USER role access to STARS.
Online Server	A STARS installation hosted by FourForm. Access to these systems is available from anywhere via an Internet connected computer.
PCI	Abbreviation for 'Protecting Children Information'.
Role	Functionality within STARS is granted by allocating each user to a role. Roles are READ ONLY, STANDARD and ADMIN. A fourth role exists for standalone servers called SUPER USER. This role gives access to server hardware administration functions. Depending upon your login role, menu options are displayed or hidden.
Standalone Server	A STARS installation where a server is installed on site. Access to these systems is only available from the site network and not via the Internet.
User/Username	This is a person who has access to STARS or the name that they use to log into STARS.

### Overview

All schools are required to record information on the checks made to confirm staff details when they are employed. The PCI section of STARS lets you keep all of this information in one place so that it is easily accessible for review and update. Although this is not part of pupil assessment, the information may be needed during inspections and so becomes an important part of your assessment process.



- This option is only available to STARS users with 'Admin' role or higher.

For more information, see the 'Every Child Matters' section of the DCFS website here: <http://www.dcsf.gov.uk/>



## ***PCI Maintenance***

All PCI maintenance tasks are performed from the 'Maintenance' menu option and are only available to 'Admin' role users. If options are not displayed then your login does not have the required role assigned.

### **Adding New PCI Details For A Staff Member**

When a new member of staff joins your school you will need to add the PCI information you collect to STARS.

**ACTION:** Select 'Maintenance→Protecting Children Info→Add' from the menu bar.



## Add Staff PCI Details

### Staff Information

<input type="checkbox"/> Staff Member	<input type="text"/>
<input type="checkbox"/> Address & DOB Verified?	Yes <input type="radio"/> No <input checked="" type="radio"/>
<input type="checkbox"/> Items Checked	<input type="checkbox"/> Passport <input type="checkbox"/> Driving Licence <input type="checkbox"/> Utility Bill <input type="checkbox"/> Birth Certificate
<input type="checkbox"/> Qualification	<input type="text"/>
<input type="checkbox"/> Job Title	<input type="text"/>
<input type="checkbox"/> Date First Employed	<input type="text"/> (dd/mm/yyyy)
<input type="checkbox"/> Contract Changed Since 2002?	Yes <input type="radio"/> No <input checked="" type="radio"/>
<input type="checkbox"/> CRB Number	<input type="text"/>
<input type="checkbox"/> CRB Date	<input type="text"/> (dd/mm/yyyy)
<input type="checkbox"/> GTC Number	<input type="text"/>
<input type="checkbox"/> GTC Date	<input type="text"/> (dd/mm/yyyy)
<input type="checkbox"/> List 99 or ER200	<input type="text"/>
<input type="checkbox"/> Checked By	<input type="text"/>



Each of the items on the PCI screen is explained below:

Item	Description
Name *	This is the staff member's name (first name, optional middle name, last name).
Address & DOB Verified? *	A radio button selection to indicate if the address and DOB have been verified
Items Checked	Checkbox selection for items seen to verify the staff member's details.
Qualification	Text can be entered to record all qualifications held by the member of staff.
Job Title	The title of the job held by the staff member.
Date First Employed	The date the person was first employed (dd/mm/yyyy)
Contract Changed Since 2002? *	A radio button selection to indicate if the contract for this person has changed since 2002.
CRB Number	The CRB number issued when the check was performed.
CRB Date	The date the CRB check was undertaken.
GTC Number	The GTC number for this member of staff.
GTC Date	The date the GTC was awarded.
List 99 or ER200	Information relating to List 99 or ER200.
Checked By	The name (or names) of the person completing this information.

**NOTE:** Items marked with a '\*' must be entered or selected

**ACTION:** Enter the PCI details for the new member of staff to add to STARS



Example Screen: Staff PCI details entered

## Add Staff PCI Details

Staff Information	
<input type="checkbox"/> Staff Member	<input type="text" value="PAUL SMITH"/>
<input type="checkbox"/> Address & DOB Verified?	Yes <input checked="" type="radio"/> No <input type="radio"/>
<input type="checkbox"/> Items Checked	<input checked="" type="checkbox"/> Passport <input checked="" type="checkbox"/> Driving Licence <input type="checkbox"/> Utility Bill <input checked="" type="checkbox"/> Birth Certificate
<input type="checkbox"/> Qualification	<input type="text" value="POSTGRADUATE CERTIFICATE IN EDUCATION"/>
<input type="checkbox"/> Job Title	<input type="text" value="SPECIAL NEEDS TEACHER"/>
<input type="checkbox"/> Date First Employed	<input type="text" value="01/08/2009"/> (dd/mm/yyyy)
<input type="checkbox"/> Contract Changed Since 2002?	Yes <input type="radio"/> No <input checked="" type="radio"/>
<input type="checkbox"/> CRB Number	<input type="text" value="ABC123"/>
<input type="checkbox"/> CRB Date	<input type="text" value="12/10/2009"/> (dd/mm/yyyy)
<input type="checkbox"/> GTC Number	<input type="text" value="XYZ 890"/>
<input type="checkbox"/> GTC Date	<input type="text" value="14/06/2007"/> (dd/mm/yyyy)
<input type="checkbox"/> List 99 or ER200	<input type="text" value="CHECKED N/A"/>
<input type="checkbox"/> Checked By	<input type="text" value="DAVID JONES"/>

**ACTION:** Click 'Accept' to add the new information.





- At minimum, you must enter the name of the staff member.
- As the checks may be performed over an extended period of time, you can come back and update the remainder of the information as you receive it from the staff member or from other outside agencies.
- STARS also automatically records the date and time the information was created and the user who entered the details.
- If required, remember to take copies of any documents that you used for verification purposes.
- **Be aware of your Data Protection policy for any copies held, either electronically or on paper.**



## Deleting PCI Details For A Staff Member

If information for a member of staff is no longer needed then you can permanently remove all of their details by deleting the PCI record.

When you delete the PCI record for a member of staff it is permanently removed.



The delete process is mainly used when staff details have been entered twice or other issues make it easier to remove the information before adding it back into STARS.

If a member of staff leaves the school then be aware of any requirements on the length of time information must be retained before it can be removed.

**ACTION:** Select 'Maintenance→Protecting Children Info→Delete' from the menu bar.

Example Screen: Selecting staff member to delete

**Delete Staff PCI Details**

**Staff Members PCI Details**

? Staff Member PAUL SMITH

Accept Reset Cancel

STARS will show you a list of the members of staff on your system; select the member of staff from the drop-down list.

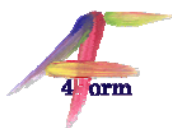
**ACTION:** Click 'Accept' to select the staff member displayed in the drop-down list.



## Delete Staff PCI Details

### Staff Information

<input type="checkbox"/> Staff Member	<input type="text" value="PAUL SMITH"/>
<input type="checkbox"/> Address & DOB Verified?	<input type="text" value="Yes"/>
<input type="checkbox"/> Items Checked	Passport Driving Licence Birth Certificate
<input type="checkbox"/> Qualification	<input type="text" value="POSTGRADUATE CERTIFICATE IN EDUCATION"/>
<input type="checkbox"/> Job Title	<input type="text" value="SPECIAL NEEDS TEACHER"/>
<input type="checkbox"/> Date First Employed	<input type="text" value="01/08/2009"/> (dd/mm/yyyy)
<input type="checkbox"/> Contract Changed Since 2002?	<input type="text" value="No"/>
<input type="checkbox"/> CRB Number	<input type="text" value="ABC123"/>
<input type="checkbox"/> CRB Date	<input type="text" value="12/10/2009"/> (dd/mm/yyyy)
<input type="checkbox"/> GTC Number	<input type="text" value="XYZ 890"/>
<input type="checkbox"/> GTC Date	<input type="text" value="14/06/2007"/> (dd/mm/yyyy)
<input type="checkbox"/> List 99 or ER200	<input type="text" value="CHECKED N/A"/>
<input type="checkbox"/> Checked By	<input type="text" value="DAVID JONES"/>
<input type="checkbox"/> Created By	<input type="text" value="DAVID R JONES"/>
<input type="checkbox"/> Created On	<input type="text" value="2009-07-04 15:24:07"/>
<input type="checkbox"/> Last Changed By	<input type="text"/>
<input type="checkbox"/> Last Changed On	<input type="text"/>



STARS will show you the PCI detail of the selected member of staff for you to review prior to confirming the delete.

**ACTION:** Click 'Confirm Delete' to permanently remove the PCI information.



- Make sure you have selected the correct member of staff to delete. Once you click 'Confirm Delete' the PCI information will be removed and cannot be retrieved.

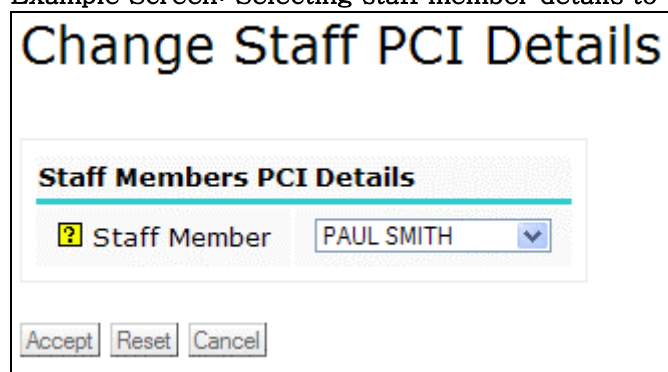


## Making Changes To PCI Details

The process of collecting the PCI details for a staff member may take an extended period of time. You can begin recording the information straight away by adding a new PCI record with just the staff member name. As you receive more information from the staff member or outside agencies you can update the information already held.

**ACTION:** Select 'Maintenance→Protecting Children Info→Change' from the menu bar.

Example Screen: Selecting staff member details to change



**Change Staff PCI Details**

**Staff Members PCI Details**

? Staff Member PAUL SMITH

Accept Reset Cancel

STARS will show you a list of the members of staff on your system; select the member of staff from the drop-down list.

**ACTION:** Click 'Accept' to select the staff member displayed in the drop-down list.



## Change Staff PCI Details

### Staff Information

<input type="checkbox"/> Staff Member	<input type="text" value="PAUL SMITH"/>
<input type="checkbox"/> Address & DOB Verified?	Yes <input checked="" type="radio"/> No <input type="radio"/>
<input type="checkbox"/> Items Checked	<input checked="" type="checkbox"/> Passport <input checked="" type="checkbox"/> Driving Licence <input type="checkbox"/> Utility Bill <input checked="" type="checkbox"/> Birth Certificate
<input type="checkbox"/> Qualification	<input type="text" value="POSTGRADUATE CERTIFICATE IN EDUCATION"/> <input type="text" value="SPORTS THERAPY MASTER'S DEGREE"/>
<input type="checkbox"/> Job Title	<input type="text" value="SPECIAL NEEDS TEACHER"/>
<input type="checkbox"/> Date First Employed	<input type="text" value="01/08/2009"/> (dd/mm/yyyy)
<input type="checkbox"/> Contract Changed Since 2002?	Yes <input type="radio"/> No <input checked="" type="radio"/>
<input type="checkbox"/> CRB Number	<input type="text" value="ABC123"/>
<input type="checkbox"/> CRB Date	<input type="text" value="12/10/2009"/> (dd/mm/yyyy)
<input type="checkbox"/> GTC Number	<input type="text" value="XYZ 890"/>
<input type="checkbox"/> GTC Date	<input type="text" value="14/06/2007"/> (dd/mm/yyyy)
<input type="checkbox"/> List 99 or ER200	<input type="text" value="CHECKED N/A"/>
<input type="checkbox"/> Checked By	<input type="text" value="DAVID JONES"/>
<input type="checkbox"/> Created By	<input type="text" value="DAVID R JONES"/>
<input type="checkbox"/> Created On	<input type="text" value="2009-07-04 15:24:07"/>
<input type="checkbox"/> Last Changed By	<input type="text"/>
<input type="checkbox"/> Last Changed On	<input type="text"/>



Make any changes or add any additional information to the PCI details for the selected member of staff.

**ACTION:** Click 'Accept' to save the changes.



- All of the PCI details need not be added at once, you can add and update information over a period of time.
- STARS will record the user name of the person logged into STARS who makes the changes.
- STARS will record the date and time of any changes made.

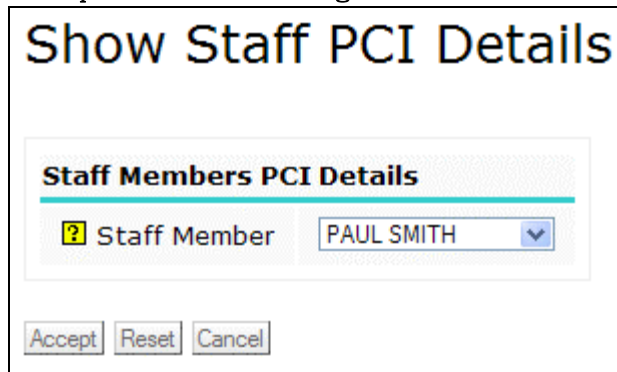


## Showing PCI Details

If you only wish to view the details for a member of staff and not make any changes or delete it then choose the 'Show' option.

**ACTION:** Select 'Maintenance→Protecting Children Info→Show' from the menu bar.

Example Screen: Selecting staff member details to show




















The screenshot shows a dialog box titled "Show Staff PCI Details". Inside the dialog, there is a section titled "Staff Members PCI Details". Below this title, there is a label "Staff Member" with a question mark icon, followed by a dropdown menu displaying "PAUL SMITH". At the bottom of the dialog, there are three buttons: "Accept", "Reset", and "Cancel".

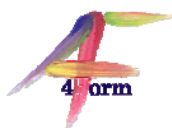
**ACTION:** Click 'Accept' to select the staff member displayed in the drop-down list.



## Change Staff PCI Details

### Staff Information

 Staff Member	<input type="text" value="PAUL SMITH"/>
 Address & DOB Verified?	Yes <input checked="" type="radio"/> No <input type="radio"/>
 Items Checked	<input checked="" type="checkbox"/> Passport <input checked="" type="checkbox"/> Driving Licence <input type="checkbox"/> Utility Bill <input checked="" type="checkbox"/> Birth Certificate
 Qualification	<input type="text" value="POSTGRADUATE CERTIFICATE IN EDUCATION"/> <input type="text" value="SPORTS THERAPY MASTER'S DEGREE"/>
 Job Title	<input type="text" value="SPECIAL NEEDS TEACHER"/>
 Date First Employed	<input type="text" value="01/08/2009"/> (dd/mm/yyyy)
 Contract Changed Since 2002?	Yes <input type="radio"/> No <input checked="" type="radio"/>
 CRB Number	<input type="text" value="ABC123"/>
 CRB Date	<input type="text" value="12/10/2009"/> (dd/mm/yyyy)
 GTC Number	<input type="text" value="XYZ 890"/>
 GTC Date	<input type="text" value="14/06/2007"/> (dd/mm/yyyy)
 List 99 or ER200	<input type="text" value="CHECKED N/A"/>
 Checked By	<input type="text" value="DAVID JONES"/>
 Created By	<input type="text" value="DAVID R JONES"/>
 Created On	<input type="text" value="2009-07-04 15:24:07"/>
 Last Changed By	<input type="text"/>
 Last Changed On	<input type="text"/>





- Clicking on the 'Swap To Change Mode' link will allow you to make changes to the selected PCI record.
- Note the 'Created' and 'Last Change' fields; these are maintained by STARS to record when and who added the information and any subsequent changes made to it.



## Producing A Report

From time to time you may need to produce a report showing all PCI information held for all of the staff in your school.

**ACTION:** Select 'Maintenance→Protecting Children Info→Produce Report' from the menu bar.

### Example Screen: PCI Report

Report Staff PCI Details

*Click on a column heading to sort the table*

Staff Member	Address Verified?	Items Checked	Qualification	Job Title	Date First Employed	Contract Changed Since 2002?	CRB Number	CRB Date	GTC Number	GTC Date	List199 Or ER200	Checked By
<a href="#">ERIC MAHONY</a>	No	Driving Licence Birth Certificate		CLASSROOM ASSISTANT	12/02/1999	No	123123123	15/04/2007	QWE123	15/07/1996	CHECKED N/A	STEVEN BURNETT
<a href="#">JANE DARRY</a>	No	⚠ None				No						
<a href="#">PAUL SMITH</a>	Yes	Passport Driving Licence Birth Certificate	POSTGRADUATE CERTIFICATE IN EDUCATION SPORTS THERAPY MASTERS DEGREE	SPECIAL NEEDS TEACHER	01/08/2009	No	ABC123	12/10/2009	XYZ890	14/06/2007	CHECKED N/A	DAVID JONES
<a href="#">PETER JOHN VASSEY</a>	No	Passport Driving Licence Utility Bill	TEFL	SEN ENGLISH ASSISTANT	01/01/2001	Yes	890123456	02/02/2002	67890	03/03/2004	CHECKED N/A	DAVID JONES

*4 records found to display*



- You can order the columns in the report by clicking on a report column heading.
- Clicking on the same column heading again reverses the sort order.
- Clicking on a staff member name will take you to the 'Show' screen.
- STARS will show the ⚠ icon where no items have been checked for a member of staff.
- Click on the print button (or the printer option available from your browser) to print out the report.
- Print the report out in Landscape format or scale the report to fit your paper size and print width.

**ACTION:** Click 'Print' to print the report or 'Cancel' to return to the STARS home page.

