

SINGLE CENTRAL RECORD (SCR) Policy

1. Purpose

This policy outlines the school's procedure for maintaining an up-to-date SCR in line with government statutory requirements and guidance.

2. Scope

The principles set out in this policy apply to all appointees made once a decision to employ has been taken.

3. Policy Statement

At The Learning Trust, we are committed to promoting the safety and wellbeing of our staff, pupils and visitors. Ensuring the safety of our school community is of paramount importance and, as a result, this policy has been created to establish a comprehensive safer recruitment procedure to help ensure the safety of pupils at school. The maintenance of an SCR is required as part of this process as it provides schools and The Learning Trust with a record of all pre-employment checks, ensuring staff are safe to work in the school.

4. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- 1.1 Data Protection Act 2018
- 1.2 The UK General Data Protection Regulation (UK GDPR)
- 1.3 Freedom of Information Act 2000
- 1.4 Education Act 2002
- 1.5 The Education (Independent School Standards) Regulations 2014
- 1.6 DfE (2021) 'Keeping children safe in education 2021'
- 1.7 ESFA (2021) 'Academy trust chair suitability checks: guidance for applicants'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy

- Data Protection Policy
- Recruitment and Selection Policy

5 Roles and responsibilities

The Trustees are responsible for:

- Being kept informed about the monitoring of the Trust SCR.
- Being kept informed about the compliance of SCR within each school.

The CEO and Executive Team are responsible for:

- Accountable for the monitoring of the Trust's Single Central Record.
- Consultation on the compliance of the SCR within each school.

The Governing Board is responsible for:

- The accountability of ensuring the SCR is monitored to ensure full compliance.
- Regularly checking that all prospective members of staff and all employed members of staff have the required level of DBS checks.
- Deciding whether any prospective member of staff who holds a criminal conviction is suitable to work within the school.
- Informing the LA of any decisions made regarding disclosure of information, in consultation with the Headteacher.
- Regularly checking that DBS checks are carried out on all members of the trust, individual trustees, and the chair of the board of trustees.
- Ensuring a suitability check is carried out on any new chairs of trustees.

The Headteacher is responsible for:

- Monitoring the compliance of the SCR.
- Maintaining an up-to-date SCR by ensuring the HR team are updating it upon employment of any member of staff, as well as recording the identity and background checks made for other visiting staff to school.
- Ensuring any cover teachers, volunteers, contractors and/or any other visiting party to school hold the relevant level of security check, including a DBS check.
- Analysing whether any members of staff or returning volunteers, contractors or any other visiting party require an updated DBS check.
- Ensuring the school obtains legible copies of documentation used to prove workers' right to work in the UK, e.g. a copy of a passport.
- Ensuring that documentation evidencing workers' right to work in the UK is up-to-date, especially if visas have an expiry date on them.
- Informing the LA of any decisions made regarding DBS and other security checks.
- Ensuring that the data stored in the SCR is stored safely.
- Acting in accordance with this policy.

School staff are responsible for:

- Providing accurate and up-to-date information required for the SCR so that they can continue their employment at school.
- Informing the headteacher and HR Officer of any changes in personal data or additions that need to be made to the SCR.
- Completing the annual Update Form confirming that no changes have occurred in the last year that may affect the member of staff's DBS status.

Volunteers, contractors, and other visiting parties are responsible for:

- Providing accurate and up-to-date information required for the SCR, so that they can continue their employment at school.
- Informing the headteacher/HR Officer of any changes in personal data or additions that need to be made to the SCR.

6 Contents of an SCR

6.1 The SCR will detail checks for the following:

- All staff, including teacher trainees on salaried routes
- All members of the governing board
- Agency and third-party supply staff, even if they work for only one day
- All members and trustees
- Any other individual, including volunteers, likely to work in close proximity to the school's pupils

6.2 When employing **agency staff** from a third-party organisation, the school will obtain written notification that the organisation has carried out all of the relevant checks and obtained the appropriate certificates. This declaration will be included in the SCR along with the date that confirmation was received any enhanced DBS certificate check has been provided in respect of the member of staff.

6.3 The SCR will record the following checks:

- An identity check
- A barred list check
- An enhanced DBS check requested/certificate provided
- A teacher prohibition check
- Right to work in the UK check
- QTS check on all teaching staff
- Professional qualifications check (for school employees)
- Further checks deemed appropriate on workers who have worked outside the UK to allow relevant events that occurred outside the UK to be considered, e.g. criminal records checks for overseas applicants and a letter from the professional regulating authority in the applicant's country

- A section 128 check for senior leaders

6.4 The details of an individual will be removed once they no longer work at the school.

7 Storage

7.1 There will only be **one** copy of the SCR created on an online spreadsheet, which is stored in a secure folder with access limited to certain staff only.

7.2 The school will only keep copies of DBS certificates if there is a valid reason for doing so and it will not be kept for longer than six months. Staff must always be prepared to present them upon request. When information is destroyed relating to checks, the school may keep a record of the fact that vetting was carried out, the result and the recruitment decision.

7.3 The school will keep a legible copy of employees' evidence for their right to work in the UK, e.g. a copy of their passport in the SCR.

7.4 All other documentation used to verify the employee's identity and required qualifications, e.g. photocopied proof of qualifications, will be safely stored in a personnel file.

7.5 All certificates will be stored in accordance with the school's Data Protection Policy.

8 Monitoring and review

8.1 The SCR will be updated after each instance of an individual attending school in an employment or voluntary capacity, or when any variation to the fields on the SCR is required.

8.2 Each year all staff will be requested to complete a form notifying the school of any changes or amendments to the details held on the SCR.

8.2 The SCR is a live document and will be updated as and when required, e.g. following each safeguarding check. The SCR will also be reviewed termly by the Safe Guarding Governor, ensuring all safeguarding checks are present and up-to-date.

8.3 The Trustee Board will review this policy every 3 years. Any changes to the policy will be communicated to all relevant stakeholders.

Approved by The Trustees on 28th March 2023
Reviewed by author June 2024
Approved by the Trustee People Panel on 4 July 2024