



Single Central Record Policy

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1. Statement of intent

At the **One Multi Academies Trust**, we are committed to promoting the safety and wellbeing of our staff, pupils, and visitors. This policy has been created to ensure a comprehensive safer recruitment procedure is in place to help ensure the safety of pupils at Academy. The maintenance of an SCR is required as part of this process as it provides Academies with a record of all pre-employment checks, ensuring staff are safe to work in the Academy.

To ensure the Academy is recruiting suitable individuals for a role, employment checks will be conducted by the Principal/CEO and the Trust Board in line with the Academy's Safer Recruitment Policy. The checks will include identity checks, right to work in the UK checks, varying levels of DBS checks depending on the role, as well as checks for staff who have lived or worked outside the UK so that any relevant events that occurred outside the UK can be considered.

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

2. Legal framework

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

- The UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Freedom of Information Act 2000
- Education Act 2002
- The Education (Pupil Referral Units) (Application of Enactments) (England) Regulations 2007
- The Education (Independent Academy Standards) Regulations 2014
- ESFA (2021) 'Academy trust chair suitability checks: guidance for applicants'
- DfE (2024) 'Keeping children safe in education 2024'

This policy operates in conjunction with the following Academy policies:

- Child Protection and Safeguarding Policy
- Data Protection Policy
- Safer Recruitment Policy

3. Roles and responsibilities

The CEO/Trust board is responsible for:

- Ensuring all prospective members of staff and all employed members of staff have the required level of DBS checks.

- Ensuring appropriate identity checks are undertaken for all existing and prospective employees.
- Ensuring DBS checks are conducted on all members of the academy trust, individual trustees, and the chair of the board of trustees.
- Ensuring a suitability check is conducted on any new chairs of trustees.

The Principal is responsible for:

- Maintaining an up-to-date SCR by updating it upon employment of any member of staff, as well as recording the identity and background checks made for other visiting staff to Academy.
- Ensuring any cover teachers, volunteers, contractors, and/or any other visiting party to Academy 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 Academy 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 Trust 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.

Academy staff are responsible for:

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

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 Academy.
- Informing the Principal of any changes in personal data or additions that need to be made to the SCR.

4. Contents of an SCR

The SCR will detail checks for the following:

- All staff, including teacher trainees on salaried routes
- All governors of the LAB, members, trustees, centrally employed staff
- Agency and third-party supply staff, even if they work for only one day
- All volunteers & contractors who are in regulated activity

- Any other individual likely to work near the Academy's pupils

When employing **agency staff** from a third-party organisation, the Academy will obtain written notification that the organisation has conducted 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.

The Principal must ensure that the individual who presents themselves on their first day of employment is the subject of all pre-employment checks.

A copy of photographic identification will be checked.

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
- Professional qualifications check (for Academy 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 record checks for overseas applicants and a letter from the professional regulating authority in the applicant's country
- A section 128 check for senior leaders

The Trust will maintain a trust-wide SCR, which will detail all checks conducted in each academy within the MAT in line with the Standard Operating Procedure (SOP) schedule. The information will be recorded in a way that allows for details for each academy to be provided separately, and without delay, to those entitled to inspect that information.

The SCR will also detail the following information:

- Checks for childcare disqualification
- Checks on volunteers
- Checks on governors, members, and trustees
- Safeguarding training dates
- Safer recruitment training dates

The details of an individual will be removed once they no longer work at the Academy or Trust.

5. Storage

Access to the SCR tracker will be **password protected** and assigned only to those who have responsibility and/or oversight.

The Academy will only keep copies of DBS certificates if there is a valid reason for doing so and they 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 Academy may keep a record of the fact that vetting was conducted, the result and the recruitment decision.

The Academy 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.

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.

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

6. Monitoring and review

This policy will be reviewed to ensure it remains up-to-date, relevant, and aligned with the Trust's strategic objectives, regulatory requirements, and best practices. The review process will be conducted as follows:

- **Policy Owner Review**
The Policy Owner will conduct an initial review to assess any necessary updates or amendments.
- **Executive Team Policy Committee**
The revised policy will be presented to the Executive Team Policy Committee for further evaluation and recommendations.
- **Trust Board Approval**
Following review and necessary revisions, the policy will be submitted for formal approval by the Trust Board in accordance with the scheduled review cycle.

For details on the specific review schedule, please refer to the review table on the front page.