SANCTA FAMILIA
CATHOLIC ACADEMY TRUST

SCR AND VETTING CHECKS POLICY

(Safer Recruitment)

Internal Use

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Introduction

Sancta Familia Catholic Academy Trust is committed to the safety and wellbeing of every child across its family of schools. This Policy sets out our approach to safer recruitment, pre-employment vetting and the maintenance of the Single Central Record (SCR). It applies to all academies, all staff categories and all persons working in or for the Trust.

As a Catholic Multi-Academy Trust, we recognise that safer recruitment is not a box-ticking exercise. It is an expression of our deepest values — rooted in the words of John 13:34, *"Love one another as I have loved you."* Every check we carry out is an act of love and care for the children entrusted to us.

We serve our communities with humility, seeking to understand rather than simply to process. We have the faith and courage to ask difficult questions when the safety of a child depends on it. Every decision we make in this process reflects our calling — to ensure that everyone who works in our schools is

Safer recruitment

Roles and responsibilities

The Head of HR and Culture is the Trust-wide lead for safer recruitment. Each Headteacher is responsible for ensuring this Policy is followed in their academy. At least one member of every interview panel must hold a current Safer Recruitment Training certificate, refreshed at least every five years.

Planning and advertising

- All job adverts and descriptions must include a safeguarding statement and confirm that an enhanced DBS check is required.
- Application forms must always be used – CVs alone are not acceptable.

Shortlisting

- Panels must look carefully for gaps in employment history, frequent job changes or vague reasons for leaving.
- An online search of all shortlisted candidates must be conducted as required by KCSiE 2025. Candidates must be informed of this at shortlisting. The outcome must be documented.

References

- A minimum of two references must be obtained, including one from the current or most recent employer.
- References must come directly from the referee, not the candidate, and must address suitability to work with children.
- At least one reference should be received before the interview, wherever possible. Vague or incomplete references must be followed up on.
- For teaching staff, one reference must come from their most recent Headteacher.

Interview

- Gaps or anomalies identified at shortlisting must be explored directly with the candidate.

Conditional offer

- All offers of employment are conditional upon satisfactory completion of all required vetting checks (see Part 2). No person may commence unsupervised work with children until all required checks are complete and recorded on the SCR.
- Where a new starter must begin work before all checks are returned, a written risk assessment must be approved by the Headteacher and Head of HR and Culture. The individual must be supervised at all times until all checks are satisfactorily completed.

Vetting checks

Identity and right to work

- The identity of every person must be verified using original documents before they start. A copy must be retained.
- The right to work in the UK must be confirmed before employment begins. Copies of documentation must be retained on file and uploaded to People Access.

DBS checks

- Enhanced DBS with children's barred list – all staff in regulated activity with children.
- Enhanced DBS with children's barred list – governors, trustees and staff not in regulated activity.
- Where a candidate is registered with the DBS Update Service, an online status check may be carried out in place of a new application, provided the existing certificate is at the correct level and for an appropriate employer purpose.
- A new DBS check is not required where a candidate has worked in a school or college within the previous three months and can provide evidence of this, subject to a judgement by the Head of HR and Culture.

Teacher prohibition check

For all teaching roles, a check must be carried out using the 'Check a teacher's record' service (which replaced TRA Secure Access from September 2025) to confirm the individual is not subject to a prohibition order or interim prohibition order.

Section 128 direction check

Required for all leadership, management and governance roles in academies and free schools, including headteachers, deputy/executive headteachers, business managers, MAT central team members, governors, trustees and members of the Academy Trust Company. Carried out via the TRA Employer Access service.

Qualifications

- Relevant qualifications must be verified for all appointments, including Qualified Teacher Status (QTS) for teaching staff. Original certificates must be seen and copies retained.

Medical fitness

- All new appointments must complete a health declaration or occupational health assessment to confirm fitness for the role. This must be uploaded to People Access.

Childcare disqualification

- Staff working in childcare for children under 8 (including breakfast clubs and after-school provision) and those managing such provision must complete a disqualification self-declaration. Any disclosure must be referred immediately to the Head of HR and Culture and the DSL.

Overseas checks

- Where a candidate has lived or worked outside the UK for six months or more continuously within the last ten years, an overseas criminal records check or certificate of good conduct must be obtained. This applies regardless of nationality. The Head of HR and Culture must be notified at the earliest opportunity as overseas checks can take time.

Supply, agency and contractors

- Before any agency supply worker starts, written confirmation must be obtained from the agency that all required checks – including enhanced DBS with barred list – have been completed. This must be recorded on the SCR and uploaded to People Access.
- Supply staff engaged directly by the Trust are subject to the same checks as permanent employees.
- Contractors working in regulated activity require an enhanced DBS check. Those not in regulated activity must be appropriately supervised and their employer must confirm vetting arrangements in writing.

Volunteers and governors

- Volunteers in regulated activity require an enhanced DBS check with children's barred list. A risk assessment must be completed and documented for volunteers who are supervised and not in regulated activity.
- All governors, directors and trustees require an enhanced DBS (with children's barred list) and a Section 128 direction check.

Single central register (SCR)

What the SCR is

- The Single Central Record (SCR) is a statutory requirement under KCSiE 2025 (paragraphs 273–277). It is a centralised log of pre-appointment checks carried out on all staff, volunteers and governors. It is not a document store – it records that checks have been completed. Underlying documents are held on personnel files and in People Access (see Part 4).

Who must be on the SCR

- All teaching and support staff (including part-time, peripatetic and salaried trainees).
- Supply and agency workers, including those working for a single day.
- Governors, trustees and members of the Academy Trust Company.

- MAT central team members with a management or oversight role.
- Volunteers in regulated activity.

For each person the SCR must show the date each check was completed, whether it was satisfactory, and (where applicable) the certificate or reference number.

MAT-level SCR

Sancta Familia Catholic Academy Trust maintains a centralised SCR that covers all academies within the Trust. Records are organised so that the information for each individual academy can be extracted and provided separately to inspectors on request. There does not need to be a separate SCR for each academy, but the data must be clearly attributable to each one.

Keeping the SCR up to date

- The SCR must be updated within two working days of any new appointment, leavers, or completion of a new check.
- The Headteacher (or their delegated nominee) must review the SCR for their academy at least monthly.
- The Head of HR and Culture will conduct a formal audit of each academy's SCR at least once per term and report findings to the Trust CEO and the HR and Wellbeing Committee.
- The SCR must be available for inspection at any time without prior notice.

Leavers

When a member of staff leaves, they should be removed from the live SCR. The underlying vetting documents must be retained on their personnel file and in People Access in accordance with the Trust's Data Retention Policy. A note that the individual worked at the academy and that the required checks were completed at the time of appointment should be retained separately for reference purposes

HR information system – People Access

All SCR-related vetting documents must be uploaded to People Access. This is mandatory for all academies within the Sancta Familia Catholic Academy Trust.

What is People Access?

People Access is the Trust's designated Human Resources Information System (HRIS). It is the central, secure repository for all personnel and vetting documentation across every academy. Uploading to People Access is required in addition to – not instead of – maintaining the SCR.

What must be uploaded

The following documents must be uploaded to the relevant individual's profile in People Access as soon as they are obtained:

- Copy of identity document(s) used to verify identity.

- Copy of right to work documentation.
- Copy of the enhanced DBS certificate, or written confirmation from an Update Service check.
- Teacher Prohibition Check result ('Check a teacher's record'), where applicable.
- Section 128 direction check result, where applicable.
- Qualification certificates (including QTS where applicable).
- Medical fitness / occupational health clearance or signed health declaration.
- Childcare disqualification self-declaration, where applicable.
- Overseas criminal records check certificate, where applicable.
- Written agency confirmation of checks, for supply and agency staff.
- Copies of written references received (minimum two).
- Online search record / outcome note.
- Signed Code of Conduct acknowledgement.
- Safer recruitment risk assessment, where a new starter begins before all checks are complete.

Upload standards

- Documents must be uploaded as clear, legible scans. Originals must be seen in person before scanning.
- Each document must be correctly labelled with the individual's name, document type and date obtained.
- Uploads must be completed within two working days of the document being obtained.
- When a document is updated (e.g. a passport), the new version must be uploaded and the previous version retained. Documents must never be deleted from People Access.

Access

Access to vetting documentation in People Access is restricted to the Head of HR and Culture, the relevant Headteacher, Regional Trust Lead and the Trust CEO. Any additional access must be authorised in writing by the Head of HR and Culture. All activity is subject to audit logging.

Responsibility

The Headteacher (or their delegated HR nominee) at each academy is responsible for ensuring all required documents are uploaded promptly. The Head of HR and Culture is responsible for Trust-wide compliance and will flag missing documents as part of the termly SCR audit.

Appendix 1

Record Keeping

Once completed, save a copy of this form to the employee's electronic personnel file. If paper files are being kept, please place this at the front of the employee's file.
Employee Name: _____
Job Title: _____
Department: _____
Start Date: _____

1. Recruitment Documentation

Document	Present ☐	Notes
Application Form	☐	**Required** - CVs alone are not acceptable (KCSIE para 219)
Interview Notes / Selection Record	☐	**Required** - Must show clear, consistent criteria applied
Safer Recruitment Declaration	☐	**Required** - Evidence that safer recruitment practices were followed
Offer Letter – Signed	☐	**Required** - Must state offer is conditional on pre-employment checks
References (minimum two) check that if a teaching one needs to be from most recent previous headteacher (if not risk assessment needed – flag to NBB)	☐	**Required** - Must be obtained and verified before appointment
Medical clearance	☐	**Required** - Must be obtained and verified before appointment
References Verified / Checked	☐	**Required** - Contact referees to clarify any vague information
Self-Declaration Form	☐	**Required** - Should be completed by shortlisted candidates before interview

2. Identity & Right to Work Checks

Document	Check SCR where relevant present ☐	Notes
Identity Documents (passport or ID)	☐	**Required** - Original documents must be seen and verified

Right to Work in UK Evidence	☐	**Required** - Must be checked before employment starts
National Insurance Number Verified	☐	**Required** - For payroll purposes
Name Change Evidence (if applicable)	☐	**If applicable** - To verify identity history
Overseas Police Check (if applicable)	☐	**Required if lived/worked abroad for 6+ months in last 10 years**

3. Safeguarding & Compliance Checks

Document	Check SCR ☐	Notes
Section 128 Check (leadership roles)	☐	**Required for management positions in academies; maintained school governors should also be checked**
Prohibition from Teaching Check (teachers only)	☐	**Required for all teaching staff** - Use 'Check a teacher's record' service via DfE Sign-in
Childcare Disqualification Declaration	☐	**Required for relevant roles** - Staff working in early years (including reception) or before/after school care for under 8s
Qualifications Verification	☐	**Required for teaching roles** - Check QTS via 'Check a teacher's record'. Verify other qualifications relevant to the role

4. Employment & Contract Documentation

Document	Present ☐	Notes
Written Statement of Employment (can be an offer letter)	☐	**Required by first day of employment** - Must include probation, mandatory training, paid leave, working hours, remuneration
Employment Contract – Signed	☐	**Required** - Signed by both parties
Job Description	☐	**Required** - Should match the role advertised

The following is from September 2026

5. Induction from September 2026 saved to Access People

Document	Present ☐	Notes
HR Induction Checklist	☐	**Required** - Completed on first day
Safeguarding Induction	☐	**Required** - Must be completed at induction
Code of Conduct Signed	☐	**Required** - Staff behaviour policy/code of conduct acknowledgement
Acceptable Use / IT Policy Signed	☐	**Required** - Acknowledgement of IT and data security policies
KCSIE Declaration Signed	☐	**Required** - Confirmation that staff have read at least Part 1 of KCSIE (or Annex A for non-teaching staff)

Child Protection Policy Acknowledgement	☐	**Required** - Confirmation that staff have read and understood the policy
Behaviour Policy Acknowledgement	☐	**Required** - Confirmation that staff have read and understood the policy
Whistleblowing	☐	**Required** - Confirmation that staff have read and understood the policy

6. Mandatory Training – detailed in the safeguarding dashboard (certificates uploaded to Access People)

Document	Present ☐	Notes
Safeguarding Training	☐	**Annual** - All staff must receive updated training at least annually
DSL Training (DSL & deputies only)	☐	**Every 2 years** - DSL & deputies only. Knowledge should also be updated at regular intervals (at least annually)
Prevent Duty Training	☐	**Every 2 years** - Mandatory for DSL as minimum
Online Safety Training	☐	**Annual** - Usually covered within safeguarding training
Safer Recruitment Training (interview panel & HT)	☐	**Every 2-3 years** - Required for at least one interview panel member and headteacher
Health & Safety Training	☐	**At induction, then as needed** - All staff
Fire Safety Training	☐	**Annual** - All staff
First Aid Training (designated first aiders)	☐	**Every 3 years** - Designated first aiders
Manual Handling Training	☐	**Annual or as required by role** - Particularly for staff supporting pupils with SEND
Data Protection / GDPR Training	☐	**Annual or when regulations/policies change** - All staff
Equality, Diversity & Inclusion	☐	**As required** - Frequency not specified, but should be refreshed regularly
Medication Administration	☐	**As required** - From 2026/27, covered within mandatory SEND & Inclusion Training. Specific training still needed for staff directly administering medication
Positive Handling/Team Teach	☐	**Annual or as determined by headteacher** - For staff who may need to use reasonable force
SEND & Inclusion Training	☐	**NEW REQUIREMENT from 2026/27** - All school staff must receive training on SEND and inclusion when the SEND Code of Practice is updated. National SEND training programme opens from 2026/27. Includes supporting pupils with medical conditions
Food Hygiene (kitchen/meal supervision staff)	☐	**Every 3 years** - Level 2 Food Safety certification

7. Probation – saved to Access People

Document	Present ☐	Notes
Probation Objectives	☐	**Required** - Set at start of employment, clear and measurable
Probation Review – Midpoint	☐	**Required** - Typically at 3 months for 6-month probation
Probation Review – Final	☐	**Required** - Before end of probation period
Confirmation of Employment Letter	☐	**Required** - Sent upon successful completion of probation

8. Performance & Development – saved to Access People

Document	Present ☐	Notes
Annual Appraisal	☐	**Annual** - Performance management review
CPD / Training Records	☐	**Ongoing** – Professional training certificates
Professional Development Plans	☐	**As required** - Individual development needs

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