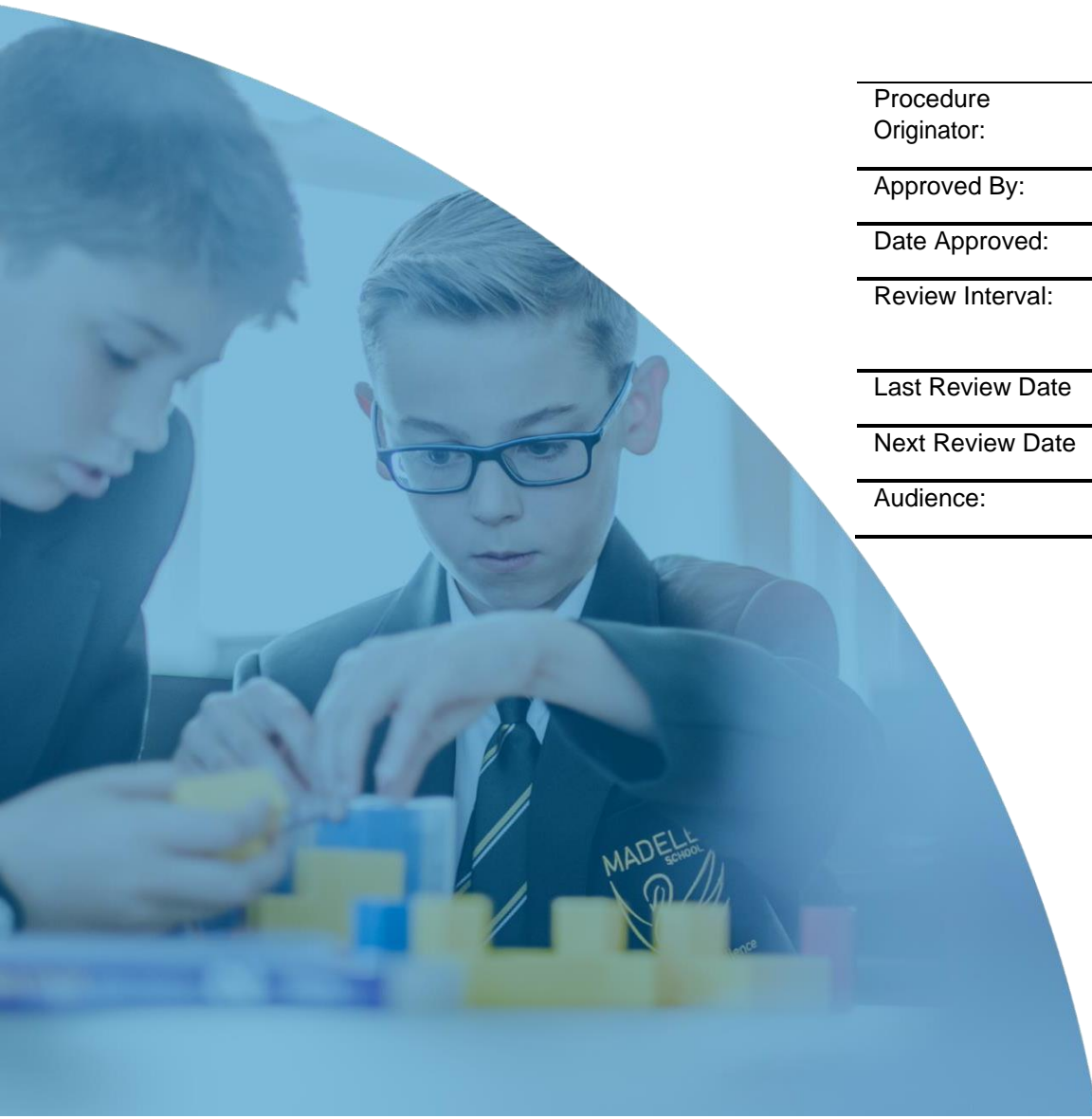




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Single Central Register Checklist

| | |
|-----------------------|----------------------------|
| Procedure Originator: | BRIAN DUFFY |
| Approved By: | DRAFT |
| Date Approved: | MAY 2021 |
| Review Interval: | 3YRS OR WHEN UPDATES OCCUR |
| Last Review Date | NOVEMBER 2020 |
| Next Review Date | MAY 2024 |
| Audience: | All |



Single Central Register (SCR)

This document is guidance for academies and relevant staff to ensure that the Single Central Record is compliant.

All schools and academies are required to have a single central record (SCR), which is the responsibility of the Principal to maintain and for the Academy Council to quality assure. The Principal may delegate the administration of the SCR to either a member of the senior leadership team or a senior administrator within the academy. Colleagues from SET will support Principals and Academy Councils to implement robust systems related to SCRs.

SET recognises that a high-quality SCR, understood by key staff, is vital to keeping children safe and the good running of the academy.

Principals and Academy Councils **must** use the guidance set out in this document alongside guidance in the latest version of [Keeping Children Safe in Education](#) (Part 3: 'Safer Recruitment', sections 131 to 210, including SCR info sections 164 to 171) and SET's [Safer Recruitment and Selection Policy](#).

The SCR must only be accessed by authorised personnel, and it is recommended it should be reviewed regularly (see types of checks below). We recommend that the SCR should be maintained in an electronic version. It must be secured, e.g. password protected and held securely.

It is also vital that more than one person can access the SCR in case of absence and the need for it in an inspection.

There are three possible 'external' checks that can be carried out on the SCR:

Check 1: This would be carried out by either the Academy's Regional Director Team link or Director of Safeguarding & Compliance, approx. 2-3 times per academic year, not counting any follow-up checks if issues are present. This comprises of:

- Ensuring all relevant adult groups are included on the SCR as shown on the grid below. (some details have been inserted in relevant boxes for assistance).
- Ensuring the SCR shows that all relevant checks have been recorded, on what date, and by whom.
- Ensuring that the questions from the Safeguarding Audit (listed below) are answered positively.

Check 2: This would be carried out by SET HR staff under the guidance and requirements of SET's [Safer Recruitment and Selection Policy](#) and occur either once or twice each year. This comprises of:

- Checking the process used by the academy for appointment of a new member of staff.
- Ensuring personnel files are stored centrally and securely.
- Ensuring all checks identified on the SCR are evidenced as appropriate within personnel files and relevant documentation.

Check 3: This would be carried out by Ofsted when they visit the academy. We cannot predict of course what exactly this check may look like, but experience tells us it is very similar to check 1 above. However, if there have been safeguarding concerns about a school, complaints from parents on Ofsted parent view, past issues on last Ofsted report, etc. it may well be the inspectors spend more time on the SCR and cover aspects of 'check 2' as well.

In addition, each Academy should conduct internal checks which may be a combination of type one and two and conducted by nominated colleagues, e.g. Principal, Academy Council SG link/Chair.

Queries should be addressed to either our Director of Safeguarding and Compliance or our HR team, dependent on nature of query. A sample template of a SCR is also available on request.

CHECK 1: Details to be included in the SCR (see notes below table)

| DETAILS TO BE INCLUDED IN THE SCR | TEACHING STAFF INC. TRAINEES ON SALARIED ROUTES | SUPPORT STAFF | AGENCY & THIRD PARTY, (SUPPLY STAFF) (1) | VOLUNTEERS (2) | ACADEMY MEMBERS (3) | CONTRACTORS (4) | | |
|--|---|--|--|---|--------------------------|---|------------------|--|
| Identity check | | | Agencies must provide evidence that all appropriate checks have been carried out on their employees who attend the academy and provide the relevant dbs nos. | | | Contractors must provide evidence that all appropriate checks have been carried out on their employees who attend the academy and provide the relevant dbs nos. | | |
| Enhanced DBS check/certificate | | | | We would recommend an enhanced DBS for any regular volunteer. | | | | |
| Barred list check | | | | If in regulated activity | If in regulated activity | | | |
| Prohibition from teaching check (7) | | | | | | | | |
| Section 128 check (8) | SLT only | SLT only | Only if in senior leadership capacity | | | | All councillors. | |
| Further checks on people who've lived or worked outside the UK (9) | | | All checks (where relevant) confirmed as having been done by employers. | | | | | |
| Check of professional qualifications | | Evidence required if qual needed for role. | | | | | | |
| Check to establish the right to work in the UK | | | SET have a template letter that can be sent to agencies. | | | | | |
| <i>Confirmation from employers supplying staff that checks conducted</i> | | | | | | | | SET have a template letter that can be sent to agencies. |

Please note:

- Checks carried out must include: all staff, including trainee teachers on salaried routes, agency and third-party staff who work at the school and academy Trustees and Members. KCSiE states that academy councillors don't need to be recorded on the SCR but SET insist they should be. KCSiE doesn't say specifically that contractors must be on the SCR, but it does say all staff who work at the school must be included, including supply staff, so it's best to include contractors too.
- Academy members and trustees must have an enhanced DBS check. They don't need a barred list check unless they're in regulated activity. This will be recorded on central SET SCR.

Footnotes (see numbers in table above):

1. For supply or agency staff, you should include whether written confirmation has been received that the employment business supplying the member of staff has carried out the relevant checks and obtained the appropriate certificates. They should also include whether any enhanced DBS certificate was provided and the date that the confirmation was received (academies should also include the date on which any certificate was obtained).
2. Volunteers in regulated activity need an enhanced DBS check with barred list information. If volunteers aren't in regulated activity, it's up to the academy to decide whether to get an enhanced DBS check (without barred list information). (See Volunteer Guidance document on Starting Point)
3. All academy councillors require an enhanced DBS check. Only those engaging in regulated activity require a barred list check.
4. All contractors whose work provides them with an opportunity for contact with children will require an enhanced DBS certificate. Only those engaging in regulated activity require a barred list check.
5. A prohibition from teaching check is required for any staff who carry out teaching work (unless they do so under the direction or supervision of a qualified teacher or other person nominated by the headteacher to provide direction and supervision). The following activities count as teaching work:
 - Planning and preparing lessons for pupils
 - Delivering lessons to pupils
 - Assessing the development, progress and attainment of pupils
 - Reporting on the development, progress and attainment of pupils
6. A section 128 check is required for councillors/trustees and all those in management positions in an academy. This includes: Members / Trustees / Academy Councillors / Principal / Teaching positions on the senior leadership team (Teaching positions that carry department headship only is deemed 'senior').
7. All individuals who've lived or worked outside the UK must undergo the same checks as other school staff. Further checks should include overseas criminal records checks and a check for information about any teacher sanction or restriction that a European Economic Area (EEA) professional regulating authority has imposed.

Extract from Safeguarding Audit

| STRAND C - SAFER RECRUITMENT inc. SCR | | |
|--|----------|--|
| C | 5 | Is the SINGLE CENTRAL RECORD up to date and fully compliant? |
| C | 5a | Has the Academy's SCR format been checked for compliance by external verifier, e.g. Ofsted, SET staff, to determine if it has correct information? |
| C | 5b | Is the SCR password protected? |
| C | 5c | Is a backup password location known to relevant staff so that SCR can always be accessed? |
| C | 5d | Is the SCR checked termly by the Principal and checklist document filed (this can be done alongside the Academy Council link - see 3c)? |
| C | 5e | Have all relevant leaders had a Section 128 check and recorded on SCR? |
| C | 5f | Has the member of staff i/c received up to date information/CPD on maintaining SCR? |

Actions to take from Check 1 of the SCR

Following an SCR check, the relevant colleague would complete the checks listed above and list recommendations in table below.

| ISSUES ARISING FROM MONITORING VISIT | | |
|--|-----------------------------------|----------------------|
| ISSUES TO DISCUSS WITH RELEVANT ACADEMY STAFF | ACTION ARISING FROM ISSUES | DATE RESOLVED |
| | | |
| | | |
| | | |



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