

Three Counties Academy Trust



Single Central Record (SCR) Policy

#SG3

Last amended 3rd August 2026 (v1.1)

Subject to periodic amendment. To be reviewed in full no later than 22nd February 2029

Version history

Date	Version	Details	Actioned by	PDF to Websites	Word to Governor Hub
23.02.26	1.0	Formatted to house style and checked against model for updates	MF	✓	✓
03.08.26	1.1	Updated to reflect amended roles, addition of summaries.	MF	✓	✓

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Policy Abbreviations and Acronyms

CEO	Chief Executive Officer
CFO	Chief Financial Officer
DBS	Disclosure and Barring Service
DfE	Department for Education
DPA	Data Protection Act
KCSIE	Keeping Children Safe in Education
LA	Local Authority
MAT	Multi-Academy Trust
SCR	Single Central Record
TCAT	Three Counties Academy Trust
UK GDPR	UK General Data Protection Regulation

NB. Where the term “parent” or “parents” is used this includes those who act as carers or have parental responsibility.

Statement of intent

Three Counties Academy Trust (TCAT) is committed to safeguarding and promoting the physical, mental and emotional welfare of every pupil, both inside and outside of our schools. We implement a trust wide preventative approach to managing safeguarding concerns ensuring that the wellbeing of pupils is at the forefront of all action taken.

This policy has been created to ensure that comprehensive safer recruitment procedure and practices are in place to ensure that suitable individuals who are safe to work with children are recruited. The maintenance of a SCR is required as part of this process as it provides TCAT and our schools with a record of all pre-employment checks, ensuring staff are safe to work in the trust and school.

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

Where the term “parent” or “parents” is used this includes those who act as carers or have parental responsibility.

Member, Trustee, Local Governor and Staff Summary

Purpose of the Policy

- The policy ensures that robust safer recruitment and safeguarding checks are completed and accurately recorded
- The Single Central Record provides evidence that required pre-employment and safeguarding checks have been undertaken
- The policy supports compliance with statutory safeguarding and recruitment requirements

Governance Responsibilities

- Trustees and Local Governors provide oversight of safer recruitment and safeguarding arrangements
- The Trust Board ensures that appropriate recruitment procedures, identity checks and safeguarding checks are implemented
- Members, Trustees and Local Governors are themselves subject to required safeguarding checks

Leadership and Management Responsibilities

- Executive Headteachers, Headteachers and Heads of School ensure the policy is implemented consistently
- The Central Team maintains the SCR and records required checks accurately and promptly
- Leaders ensure that contractors, volunteers and visitors meet required safeguarding standards

The Single Central Record

- The SCR contains details of safeguarding and employment checks completed for relevant individuals working with or alongside pupils
- The record includes employees, agency staff, supply staff, Members, Trustees, Local Governors and others where required by statutory guidance
- Records demonstrate that recruitment and safeguarding obligations have been met

Key Checks Recorded

- Identity checks
- Enhanced DBS and barred list checks where required

- Right to work checks
- Professional qualification checks where appropriate
- Additional overseas checks and section 128 checks where required

Staff Responsibilities

- Provide accurate and up to date information required for safeguarding and employment records
- Notify the Central Team of relevant changes to personal information
- Inform leaders of any matter that may affect their suitability to work with children

Data Protection and Record Security

- The SCR is maintained securely and access is controlled
- Information is processed in accordance with data protection requirements
- Records are retained and destroyed in line with statutory and TCAT requirements

Key Assurance for Governance

- The policy strengthens safeguarding through effective recruitment and ongoing monitoring
- The SCR provides assurance that required checks have been completed and recorded
- The policy supports inspection readiness and compliance with safeguarding legislation

Contractor, Visitor and Volunteer Summary

Why This Policy Matters

- All adults working in or visiting TCAT schools must help maintain a safe environment for pupils
- TCAT uses the Single Central Record to confirm that required safeguarding and suitability checks have been completed
- The policy supports safer recruitment and safeguarding across all schools

Who the Policy Applies To

- Volunteers working with pupils or supporting school activities
- Contractors carrying out work on school sites
- Visitors and other individuals who may have access to school premises
- Agency and third-party staff working in schools

Information You May Be Asked to Provide

- Proof of identity
- Information required to complete safeguarding and suitability checks
- Documents confirming your right to work where applicable
- Any additional information required by safeguarding guidance

Safeguarding Expectations

- Follow all safeguarding and visitor procedures whilst on site
- Wear identification or visitor badges when required
- Report any safeguarding concern immediately to a member of staff
- Follow instructions provided by school leaders and staff

DBS and Other Checks

- Enhanced DBS checks may be required depending on the nature of your role
- Risk assessments may be undertaken where appropriate
- TCAT records relevant safeguarding checks on the Single Central Record
- Additional checks may be required for some positions or circumstances

Your Responsibilities

- Provide accurate and up to date information when requested
- Notify TCAT of relevant changes to personal information
- Inform the school of any issue that may affect your suitability to work with children
- Comply with all safeguarding, security and site procedures

Data Protection

- Information collected for safeguarding and recruitment purposes is stored securely
- Records are managed in line with data protection requirements
- Access to information is restricted to authorised personnel

Key Message

- Safeguarding is everyone's responsibility and all contractors, visitors and volunteers play an important role in helping to keep children safe

1. 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 \(DPA\) 2018](#)
- [Equality Act 2010](#)
- [The Education \(School Teachers' Appraisal\) \(England\) regulations 2012 \(as amended\)](#)
- [Freedom of Information Act 2000](#)
- [Education Act 2002](#)
- [The Education \(Pupil Referral Units\) \(Application of Enactments\) \(England\) Regulations 2007](#)
- [The Education \(Independent School Standards\) Regulations 2014](#)
- [DfE 'Academy trust chair suitability checks: guidance for applicants'](#)
- [DfE 'Keeping children safe in education'](#)
- [DfE 'Academy Trust Governance Guide'](#)
- [DfE 'Staffing and employment advice for schools'](#)
- [DfE 'ID checking guidelines for standard/enhanced DBS check applications from 1 July 2021'](#)
- [DfE 'Right to work checks: employing EU, EEA and Swiss citizens'](#)
- [DfE 'Recruit teachers from overseas'](#)
- [Disclosure & Barring Service \(2018\) 'Regulated activity with children in England'](#)
- [UK Visas and Immigration and Immigration Enforcement \(2023\) 'Employer's guide to right to work checks'](#)

Where legislation has been passed or updated during the shelf life of this policy, we will always apply the latest version available irrespective of the version quoted here.

This policy operates in conjunction with the following TCAT and school documents and policies:

- Single Central Record

- Visitor and Contractor Risk Assessments
- Data Protection Policy (FI20)
- Child Protection and Safeguarding Policy and Procedures (SG1)
- Safer Recruitment Policy (SG13)
- DBS Policy (SG14)
- Volunteer Policy (SG37)
- Visitor Policy (SG47)
- Contractors Policy (ST2)

Central TCAT policies have the policy number identified, e.g. "SG1". Where no policy number is identified this indicates the policy is a school specific policy available from an individual TCAT school's website.

2. Roles and responsibilities

The Trust Board and where delegated Local Governing Bodies are responsible for:

- Creating a culture that safeguards and promotes the welfare of children in TCAT schools
- Taking strategic leadership responsibility for TCATs safeguarding arrangements
- Ensuring that TCAT complies with its duties under the above child protection and safeguarding legislation
- Guaranteeing that the policies, procedures and training opportunities across TCAT are effective and always comply with the law
- Adopting robust recruitment procedures that deter and prevent people who are unsuitable to work with children from applying for or securing employment, or volunteering opportunities in TCAT
- Ensuring that those involved with the recruitment and employment of staff to work with children have received appropriate training so that at least 1 member of any recruitment panel has certified and current safer recruitment training
- Ensuring all prospective members of staff and all employed members of staff have the required level of DBS checks
- Informing the LA of any decisions made regarding disclosure of information
- Ensuring appropriate identity checks are undertaken for all existing and prospective employees
- Ensuring DBS checks are carried out on all members of TCAT, including Members, Trustees, and Local Governors
- Ensuring additional checks are carried out for the Chair of the Trust Board, including those new to the role, as required by the DfE

Executive Headteachers, Headteachers and, where delegated, Heads of School are responsible for:

- Acting in accordance with the 'Headteachers' Standards' and the expectations of the school community
- 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
- Acting in accordance with this policy

The Central Team is responsible for:

- Maintaining an up-to-date SCR by updating it upon employment, or the termination of employment of any member of staff, as well as recording the identity and background checks made for other visiting staff to school
- Analysing whether any members of staff or returning volunteers, contractors or any other visiting party require an updated DBS check
- Ensuring the Trust 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
- Ensuring 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

All staff are responsible for:

- Providing accurate and up-to-date information required for the SCR so that they can continue their employment with TCAT
- Informing the Central Team of any changes in personal data or additions that need to be made to the SCR
- Informing their Headteacher, Head of School, the CEO or the CFO of any pertinent details reflecting their ability to continue working with children

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 with TCAT
- Informing the Central Team of any changes in personal data or additions that need to be made to the SCR

- Informing the Headteacher, Head of School, the CEO or the CFO of any pertinent details reflecting their ability to continue working with children

3. The SCR

TCAT will maintain a SCR which records all staff working at TCAT and our schools, as set out below:

- All staff, including teacher trainees on salaried routes
- Agency and third-party supply staff, even if they work for only one day
- All Members, Trustees and Local Governors
- Any other individual likely to work with, or in close proximity to TCAT pupils, including self-employed workers and contractors where appropriate, and commensurate with the latest statutory guidance within KCSIE

The bullet points below set out the minimum information that must be recorded on the SCR. The record will indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed or certificate obtained:

- An identity check
- A standalone children's barred list check
- An enhanced DBS check
- A prohibition from teaching check
- A check of professional qualifications, where required
- A check to determine the individual's right to work in the UK
- Additional checks for those who have lived or worked outside of the UK
- A section 128 check for those in management positions and Governance roles where required

For agency and third-party supply staff, TCAT will also record whether written confirmation from the employment business supplying the member of staff has been received which indicates that all the necessary checks have been conducted (i.e. all the same checks the TCAT would perform on any individual working in our schools or who will be providing education on TCATs behalf, including through online delivery) and the date that confirmation was received.

TCAT is aware that self-employed people are not able to make an application directly to the DBS on their own account. When employing the services of self-employed workers and contractors, TCAT will consider obtaining the DBS check on their behalf.

Checks on Members, Trustees and Local Governors will include the following:

- An enhanced DBS check
- Confirmation of the individual's identity
- A section 128 check
- Checks to confirm their right to work in the UK
- Any other checks, where the individual has lived or worked outside the UK, as appropriate.
- A barred list check if they are involved in regulated activity

Checks that have been conducted for Members, Trustees and Local Governors will be recorded on the SCR.

If risk assessments are conducted to assess whether a volunteer should be subject to an enhanced DBS check, the risk assessment will be recorded on the SCR.

Where appropriate, TCAT will record any other information it deems relevant. This may include:

- Whether relevant staff have been informed of their duty to disclose relevant information under the childcare disqualification arrangements
- Checks made on volunteers
- Any risk assessments that have been conducted to assess whether a volunteer should be subject to an enhanced DBS check
- Dates on which safeguarding and safer recruitment training was undertaken
- The name of the person who carried out each check

The details of an individual will be removed from the SCR once they no longer work or volunteer for TCAT.

TCAT will maintain a SCR detailing the checks carried out in each academy within the MAT.

The SCR will contain information on all staff, including agency and third-party supply staff, and teacher trainees on salaried routes, who work at TCAT, as well as members of the proprietor body.

4. Storage

There will only be one copy of the SCR created on an online spreadsheet, which is password protected.

TCAT will act in accordance with the UK GDPR and DPA 2018 and 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, TCAT may keep a record of the fact that vetting was carried out, the result and the recruitment decision.

TCAT 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 TCATs Data Protection Policy.

Monitoring and review

At any point this policy is updated or fully reviewed, it will be updated on the main TCAT website and will automatically update on all TCAT school websites simultaneously.

Where an annual check or other check results in minor changes, the Version History will be reviewed and updated with a change in the number following the decimal point, for example, v1.1 ⇒ v1.2. Where the policy is reviewed in full, then the number before the decimal point will change and reset, for example v1.4 ⇒ v2.0.

Any changes made by the CEO in collaboration with the Board Appointed Trustee will be passed to the Trust Board for ratification and subsequently be notified to Clerks to Local Governing Bodies and Headteachers/Heads of School.

TCAT will ensure that any child protection incidents at any of our schools will be followed by a review of the safeguarding procedures within that school and a prompt report to the Local Governing Body and the Trust Board. Where an incident involves a member of staff, the LADO will assist in this review to determine whether any improvements can be made to TCAT and the school's procedures.

If any concerns are raised by the LADO or Ofsted about safeguarding issues, the following actions will be taken:

- The DSL conducts an investigation as a priority and comply with any deadlines given
- The Chair of the Trust Board reports to the LADO or Ofsted on the findings of the investigation and sets out any action to be taken
- TCAT and the school endeavours to comply as soon as possible with any recommendations from the LADO or Ofsted

The next scheduled full review date for this policy is 22nd February 2029.

Date approved by the Board Appointed Trustee: 23rd February 2026.

To be ratified and recorded in the minutes at the first Trust Board Meeting after 23rd February 2026.

Trust Glossary

AA	Admissions Authority	H&S	Health and Safety
AAI	Adrenaline Auto-Injector (Epi Pen)	HoS	Head of School
ACM	Asbestos Containing Materials	HSE	Health and Safety Executive
AHT	Assistant Headteacher	ICO	Information Commissioners Office
AIR	Attendance Intervention Reviews	IDSR	Inspection Data Summary Report
APDR	Assess Plan Do Review Cycle	IHP	Individual Healthcare Plan
APIs	Application Programming Interfaces	IRMS	Information and Records Management Society
ASC	Autistic Spectrum Condition	IWF	Internet Watch Foundation
ASP	Analyse School Performance	KCSIE	Keeping Children Safe in Education
ATH	Academy Trust Handbook	KS1/2/3/4	Key Stage 1/2/3/4
BAME	Black, Asian and Minority Ethnic Backgrounds	LAC	Looked After Child
BAT	Board Appointed Trustee	LADO	Local Authority Designated Officer
BCP	Business Continuity Plan	LGB	Local Governing Body
BFR	Budget Forecast Return	LLC	Low-Level Concerns
CEO	Chief Executive Officer	LSA	Learning Support Assistants
CFO	Chief Financial Officer	MASH	Multi-Agency Safeguarding Hub
CIF	Condition Improvement Fund	MAT	Multi-Academy Trust

CIN	Child in Need	MFA	Multi-Factor Authentication
CLA	Children Looked After	MFL	Modern Foreign Language
CMIE	Child Missing in Education	NCSC	National Cyber Security Centre
COO	Chief Operating Officer	NoV	Note of Visit
COSHH	Control of Substances Hazardous to Health	NPQ	National Professional Qualifications
CP	Child Protection	PA	Persistent Absence
CPD	Continuing Professional Development	PAN	Published Admission Number
CPOMS	Child Protection Online Management System	PECR	Privacy and Electronic Communications Regulations
CSCS	Children's Social Care Services	PEP	Personal Education Plan
CSE	Child Sexual Exploitation	PEEP	Personal Emergency Evacuation Plan
CTIRU	Counter-Terrorism Internet Referral Unit	PEx	Permanent Exclusion
CWD	Children with Disabilities	PP	Pupil Premium
CYPMHS	Children and Young People's Mental Health Services	PPG	Pupil Premium Grant
DBS	Disclosure and Barring Service	PSHE	Personal, Social and Health Education
DDSL	Deputy Designated Safeguarding Lead	PSED	Public Sector Equality Duty
DfE	Department for Education	PTFA	Parent, Teacher and Friends Association
DHT	Deputy Headteacher	QA	Quality Assurance

DSE	Display Screen Equipment	RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
DSL	Designated Safeguarding Lead	RHE	Relationships and Health Education
DPO	Data Protection Officer	RPA	Risk Protection Arrangement
EAL	English as an Additional Language	RSHE	Relationships, Sex and Health Education
ECT	Early Career Teacher	SA	Severely Absent
EDIB	Equality, Diversity, Inclusion and Belonging	SALT	Speech and Language Therapist
EHA	Early Help Assessment	SARC	Sexual Assault Referral Centre
EHENA	Education, Health and Care Needs Assessment	SBM	School Business Manager
EHCP	Education, Health and Care Plan	SCC	Standard Contractual Clause
EHE	Elective Home Education	SCITT	School-Centred Initial Teacher Training
ELSA	Emotional Literacy Support Assistant	SCR	Single Central Record
ESFA	Education and Skills Funding Agency	SDP	School Development Plan
EVC	Educational Visit Coordinator	SDQ	Strengths and Difficulties Questionnaire
EWOSSE	Education Welfare and Safeguarding Support Officer	SEF	Self-Evaluation Form
EYFS	Early Years Foundation Stage	SEMH	Social, Emotional, and Mental Health
FBV	Fundamental British Values	SENCO	Special Educational Needs Coordinator
FFT	Fischer Family Trust	SEND	Special Educational Needs and Disabilities

FGM	Female Genital Mutilation	SIP	School Improvement Partner
FGMPO	FGM Protection Order	SLA	Service Level Agreement
FOI	Freedom of Information	SLCN	Speech, Language and Communication Needs
FSM	Free School Meals	SLT	Senior Leadership Team
FTS	Find a Tender Service	SPOC	Single Point of Contact
GAG	General Annual Grant	STEM	Science, Technology, Engineering and Maths
GDPR	General Data Protection Regulation	TA	Teaching Assistant
GIAS	Get Information about Schools	TAC	Team Around the Child
HASH	Herefordshire Association of Secondary Heads	TCAT	Three Counties Academy Trust
HBA	Honour Based Abuse	TUPE	Transfer of Undertakings (Protection of Employment)
HR	Human Resources	VSH	Virtual School Headteacher