

**Three Counties Academy Trust**



# Single Central Record (SCR) Policy

## #SG3

Last amended 23<sup>rd</sup> February 2026 (v1.1)

**Subject to periodic amendment. To be reviewed in full no later than 22<sup>nd</sup> February 2029**

**Version history**

Date	Version	Details	Actioned by	PDF to Websites	Word to Governor Hub
23.02.26	1.1	Formatted to house style and checked against model for updates	MF	✓	✓

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## Common abbreviations and acronyms

<b>AA</b>	Admissions Authority	<b>GPA</b>	Government Procurement Arrangement
<b>AAI</b>	Adrenaline Auto-Injector (Epi Pen)	<b>HASH</b>	Herefordshire Association of Secondary Heads
<b>ACM</b>	Asbestos Containing Materials	<b>HBV</b>	Honour Based Violence
<b>AFH</b>	Academies Financial Handbook	<b>HR</b>	Human Resources
<b>AHT</b>	Assistant Headteacher	<b>H&amp;S</b>	Health and Safety
<b>AIR</b>	Attendance Intervention Reviews	<b>HoS</b>	Head of School
<b>APIs</b>	Application Programme Interfaces	<b>HSE</b>	Health and Safety Executive
<b>BAME</b>	Black, Asian and Minority Ethnic Backgrounds	<b>ICO</b>	Information Commissioners Office
<b>BCP</b>	Business Continuity Plan	<b>IHP</b>	Individual Healthcare Plan
<b>BFR</b>	Budget Forecast Return	<b>IRMS</b>	Information and Records Management Society
<b>CAMHS</b>	Child and Adolescent Mental Health Services	<b>IWF</b>	Internet Watch Foundation
<b>CEO</b>	Chief Executive Officer	<b>KCSIE</b>	Keeping Children Safe in Education
<b>CFO</b>	Chief Financial Officer	<b>KS1/2/3/4</b>	Key Stage 1/2/3/4
<b>CIF</b>	Condition Improvement Fund	<b>LAC</b>	Looked After Child
<b>CIN</b>	Child in Need	<b>LADO</b>	Local Authority Designated Officer
<b>CLA</b>	Children Looked After	<b>LGB</b>	Local Governing Body
<b>CMIE</b>	Child Missing in Education	<b>LLC</b>	Low-Level Concerns

<b>COO</b>	Chief Operating Officer	<b>LSA</b>	Learning Support Assistants
<b>COSHH</b>	Control and Substances Hazardous to Health	<b>MASH</b>	Multi-Agency Safeguarding Hub
<b>CP</b>	Child Protection	<b>MAT</b>	Multi-Academy Trust
<b>CPD</b>	Continuing Professional Development	<b>MFA</b>	Multi-Factor Authentication
<b>CSCS</b>	Children's Social Care Services	<b>MFL</b>	Modern Foreign Language
<b>CSE</b>	Child Sexual Exploitation	<b>NCSC's</b>	National Cyber Security Centres
<b>CTIRU</b>	Counter-Terrorism Internet Referral Unit	<b>NPQEL</b>	National Professional Qualification in Executive Leadership
<b>CWD</b>	Children with Disabilities	<b>PA</b>	Persistent Absence
<b>DBS</b>	Disclosure and Barring Service	<b>PAN</b>	Published Admission Number
<b>DDSL</b>	Deputy Designated Safeguarding Lead	<b>PECR</b>	Privacy and Electronic Communications Regulations
<b>DfE</b>	Department for Education	<b>PEP</b>	Personal Education Plan
<b>DHT</b>	Deputy Headteacher	<b>PEEP</b>	Personal Emergency Evacuation Plan
<b>DSE</b>	Display Screen Equipment	<b>PEx</b>	Permanent Exclusion
<b>DSL</b>	Designated Safeguarding Lead	<b>PLAC</b>	Previously Looked After Child
<b>DPO</b>	Data Protection Officer	<b>PP</b>	Pupil Premium
<b>EAL</b>	English as an Additional Language	<b>PSHE</b>	Personal, Social and Health Education
<b>ECT</b>	Early Career Teacher	<b>PSED</b>	Public Sector Equality Duty

<b>EHA</b>	Early Help Assessment	<b>PTFA</b>	Parent, Teacher and Friends Association
<b>EHCNA</b>	Education, Health and Care Needs Assessment	<b>RIDDOR</b>	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
<b>EHCP</b>	Education, Health and Care Plan	<b>RHE</b>	Relationships and Health Education
<b>EHE</b>	Elective Home Education	<b>RSHE</b>	Relationships, Sex and Health Education
<b>ELSA</b>	Emotional, Literacy and Support Assistant	<b>SALT</b>	Speech and Language Therapist
<b>ESFA</b>	Education and Skills Funding Agency	<b>SARC</b>	Sexual Assault Referral Centre
<b>EVC</b>	Educational Visit Coordinator	<b>SBM</b>	School Business Manager
<b>EWO</b>	Education Welfare and Safeguarding Support Officer	<b>SCCs</b>	Standard Contractual Clauses
<b>EYFS</b>	Early Years Foundation Stage	<b>SDQ</b>	Strengths and Difficulties Questionnaire
<b>FBV</b>	Fundamental British Values	<b>SEMH</b>	Social, Emotional, and Mental Health
<b>FGM</b>	Female Genital Mutilation	<b>SENCO</b>	Special Educational Needs Coordinator
<b>FOI</b>	Freedom of Information	<b>SEND</b>	Special Educational Needs and Disabilities
<b>FSM</b>	Free School Meals	<b>SLA's</b>	Service Level Agreements
<b>FTS</b>	Find a Tender Service	<b>STEM</b>	Science, Technology, Engineering and Maths
<b>GAG</b>	General Annual Grant	<b>TA</b>	Teaching Assistant
<b>GDPR</b>	General Data Protection Regulation	<b>TCAT</b>	Three Counties Academy Trust
<b>GIAS</b>	Get Information about Schools	<b>VSH</b>	Virtual School Headteacher

## **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, ensuing 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**

## 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'

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)
- Contractors Policy (ST2)

## **2. Roles and responsibilities**

The Trust Board is 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

Headteachers/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 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 the Executive Headteacher/CEO or the Chief Finance Officer 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 Executive Headteacher/CEO or the Chief Finance Officer 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

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 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

The SCR will be updated before an individual attends a TCAT school in an employment or voluntary capacity for the first time, or when any variation to the fields on the SCR is required. 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 monthly by an appropriately qualified member of the Executive Leadership or Central Team, ensuring all safeguarding checks are present and up to date. Confirmation of an up-to-date check and that the SCR has been fully maintained and is accurate will be communicated to the Link Trustee for Safeguarding. The monthly check will be conducted as close to the first of each month as reasonably possible and a record of these communications for audit will be retained.

This policy will be reviewed in line with the published schedule at the front of this document and at any point material changes require it by the Executive Headteacher/CEO in collaboration with the Board appointed Trustee, the Trust Board and Executive and Senior Leadership.

Any changes made to the policy will be amended by the Executive Headteacher/CEO and will be communicated to Executive Leaders, the TCAT Central Team and to Headteachers/Heads of School, who, in turn, will alert school-based staff.

The next scheduled review date for this policy is 22<sup>nd</sup> February 2029.

Signed by:

\_\_\_\_\_ Executive Headteacher/CEO

Date: \_\_\_\_\_

\_\_\_\_\_ Board appointed Trustee

Date: \_\_\_\_\_