

Three Counties Academy Trust



Single Central Record (SCR) Policy

#SG3

Last updated: 01 September 2023

Review Date: 31 August 2024

Contents:

Statement of intent

1. Legal framework
2. Roles and responsibilities
3. Contents of an SCR
4. Storage
5. Monitoring and review

Schedule of revisions

Statement of intent

At Three Counties Academy Trust (TCAT), we are committed to promoting the safety and wellbeing of our staff, pupils, and visitors. Ensuring the safety of our community is of paramount importance and, as a result, this policy has been created to establish a comprehensive safer recruitment procedure to help ensure the safety of pupils at our schools. The maintenance of an SCR is required as part of this process as it provides schools with a record of all pre-employment checks, ensuring staff are safe to work in TCAT and our schools.

To ensure TCAT is recruiting suitable individuals for a role, employment checks will be carried out as part of our safer recruiting practice by the Governing Board and the Central Team, in line with the TCAT 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 TCAT's procedure for maintaining an up-to-date SCR in line with government statutory requirements and guidance.

1. Legal framework

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

- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- Freedom of Information Act 2000
- Education Act 2002
- The School Staffing (England) Regulations 2009
- The School Staffing (England) (Amendment) Regulations 2014
- The Education (Pupil Referral Units) (Application of Enactments) (England) Regulations 2007
- The Non-Maintained Special Schools (England) Regulations 2015
- The Education (Independent School Standards) Regulations 2014
- DfE (2022) 'Keeping children safe in education 2022'
- ESFA (2021) 'Academy trust chair suitability checks: guidance for applicants'

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

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

2. Roles and responsibilities

The Governing Board is responsible for:

- Ensuring all prospective members of staff and all employed members of staff have the required level of DBS checks
- Deciding whether any prospective member of staff who holds a criminal conviction is suitable to work within a TCAT school
- Informing the LA of any decisions made regarding disclosure of information
- Ensuring the identity of all existing and prospective employees
- Ensuring DBS checks are carried out on all Members of the academy trust, individual Trustees, and the Chair of the Governing Board
- Ensuring a suitability check is carried out on any new Chair of the Governing Board

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
- 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
- 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
- Acting in accordance with this policy

Trust 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

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

3. Contents of an SCR

The SCR will detail checks for the following:

- All staff, including teacher trainees on salaried routes
- All members of the Governing Board
- 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 in close proximity to TCAT pupils

When employing agency staff from a third-party organisation, TCAT will obtain written notification that the organisation has carried out 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.

A member of the Central Team 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 identified.

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 school 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 records checks for overseas applicants and a letter from the professional regulating authority in the applicant's country
- A section 128 check for senior leaders

TCAT will maintain a trust-wide SCR, which will detail all checks carried out in each academy within the trust. 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 and Trustees
- Safeguarding training dates
- Safer recruitment training dates

The details of an individual will be removed once they no longer work at TCAT.

4. Storage

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

TCAT will 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 the Trust Data Protection Policy.

5. Monitoring and review

The SCR will be updated after each instance of an individual attending school in an employment or voluntary capacity, 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 the Leader for Safeguarding and Inclusion, 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 each month. The monthly check will be

conducted as close to the first of each month as reasonably possible and the Executive Leader for Safeguarding and Inclusion will keep a record of these communications for audit.

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 and Central Team in conjunction with Headteacher/Heads of School and the Governing Board. Any changes made to the policy will be amended by the Executive Headteacher/CEO and will be communicated to all members of staff.

The next scheduled review date for this policy is 31st August 2024.

Signed by:

_____ Executive Headteacher/CEO Date: _____

_____ Chair of Trustees Date: _____

