

Southwark Schools Human Resources – Guidance for Schools

Single Central Record (SCR)

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1. What is the single central record (SCR)?

(s. 267 and 268, KSCIE 2022)

Schools **must** maintain a single central record of pre-appointment checks, which is the *single central record*.

2. Who should be included in the SCR?

For Schools:

- All staff, including casual workers
- Teacher trainees – if they are fee-funded, it is the responsibility of the initial teacher training provider to carry out the necessary checks and for the school to obtain written confirmation in a letter of assurance that they have carried out all the necessary pre-employment checks-the school would want, please see guidance on s. 5 of this document
- Agency and third-party supply staff, **even if they work for one day.**

For Colleges:

- Details of all staff, including agency and supply staff providing education to children under the age of 18.

For Independent schools:

- All members of the proprietor body. In the case of academies and free schools, this means the members and trustees of the academy trust.

All organisations:

- All others who work in regular contact with children, including volunteers such as governors.

3. Who does not need to be on the SCR?

- Visitors (i.e. those who are children's relatives or attending a specific activity in the school). They will be recorded in the school visitors' book or equivalent.

No DBS checks or barred list checks should be requested but professional judgement is needed about the need to escort or supervise these visitors.

- Visitors who are there in a professional capacity such as educational psychologists or Southwark Council representatives should have their ID checked and be assured that they have the appropriate DBS check (if relevant) through their employer. They also need to record their details in the school visitors' book.

Schools do not have the power to request DBS checks and barred list checks or ask to see DBS certificates for visitors to the school. Headteachers should use their professional judgements about the need to escort and supervise visitors.

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4. What information must be kept?

(s. 270, KCSIE 2022)

The single central record **must** 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, (identification checking guidelines - [How to prove and verify someone's identity - GOV.UK \(www.gov.uk\)](https://www.gov.uk)).
- a standalone children's barred list check.
- an enhanced DBS check (with children's barred list check) requested/certificate provided.
- a prohibition from teaching check.
- further checks on people who have lived or worked outside the UK (see paragraphs 279-284, KSCIE 2022).
- a check of professional qualifications, where required.
- a check to establish the person's right to work in the United Kingdom.
- a section 128 check (including independent schools, academies and free schools for those in management positions) or governors on governing bodies.

Colleges – additional requirements

In addition, colleges must record whether the person's position involves 'relevant activity', i.e. regularly caring for, training, supervising or being solely in charge of persons aged under 18.

5. Checks on agency and third party supply staff

Schools and colleges **must** include the following:

(s. 269, KSCIE 2022)

- whether written confirmation has been received that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates.
- the date this confirmation was received.
- whether details of any enhanced DBS certificate have been provided in respect of the member of staff.

(Please see guidance on letters of assurance).

Where schools use contractors to provide services, they should set out their safeguarding requirements in the contract between the organisation and the school and college.

a. DBS checks

- ☐ The school needs to ensure any contractor/employee of the contractor has been subject to the appropriate level of DBS check.
- Regulated activities will require an enhanced DBS check including children's barred list information.
- For those not in regulated activities but with an opportunity for regular contact with children, an enhanced DBS check without children's barred list will be required.
- For those not in regular contact with children, schools and colleges should decide if a basic DBS is needed.
- ☐ If the individual is self-employed, the school should consider obtaining the DBS check.
- ☐ If no checks have been confirmed, the school should not allow the contractor to work unsupervised or engage in regulated activity related to children.

b. Letters of assurance

The contractor/agency should provide a letter of assurance to the school that sets out the following:

- The checks have been completed.
- The dates the checks were completed.
- The outcomes of the checks were satisfactory.

c. Identity checks

The school should also take steps to check the identity of contractors / agency workers and visitors to their schools and record this in their visitors' book.

d. Responsibilities

It is the responsibility of the contractor/agency to undertake the relevant checks.

It is the responsibility of the school to ensure that these checks have been done, are deemed satisfactory and to maintain a record of this, so that it can be evidenced for Ofsted.

It is also the responsibility of the school to ensure that their contracts for services are explicit in stating which checks are required and what may be deemed satisfactory.

6. Section 128 check

The Section 128 checks the names of individuals who have been barred from taking part in the management of any independent school under the terms of a direction made by the Secretary of State for Education.

The Section 128 check is only to be carried out for the following:

- a person in a management position in an independent school, academy or free school as an employee;
- a trustee of an academy or free school trust; a governor or member of a proprietor body for an independent school; or
- a governor on any governing body.

7. Checks on Volunteers

(s.304 – 311, KSCIE 2022)

Volunteers' roles vary so schools and colleges should undertake a written risk assessment and use professional judgement when considering what checks are required.

The risk assessment should consider:

- the nature of the work with children, especially if it will constitute regulated activity, including the level of supervision.
- what the establishment knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers.
- whether the volunteer has other employment or undertakes voluntary activities where referees can advise on their suitability.

- whether the role is eligible for a DBS check, and if it is, the level of the check, for volunteer roles that are not in regulated activity.

Details of the risk assessment should be recorded.

Schools should obtain an enhanced DBS check (including children's barred list information) for all volunteers who are new to working in regulated activity with children (i.e. where they are unsupervised and teach or look after children regularly or provide personal care on a one-off basis in schools and colleges).

8. Non-mandatory information

(s. 271, KSCIE 2022)

Whilst there is no legal requirement for schools to record this additional information, schools should record the following additional information:

- whether relevant staff have been informed of their duty to disclose relevant information under the childcare disqualification arrangements.
- check in relation to disqualification under the childcare disqualification arrangements, where appropriate.
- checks made on volunteers.
- checks made on governors.
- dates on which safeguarding and safer recruitment training was undertaken.
- the name of the person who carried out each check.
- a medical check or check of fitness for work.
- confirmation that satisfactory references have been obtained.
- Details of fee-funded trainee teacher

9. Leavers

(s.271, KSCIE 2022)

The details of an individual should be removed from the single central record once they no longer work at the school or college.

10. Retention of documents

(s.275, 276 KCSIE 2022)

Schools do not have to keep copies of DBS certificates in order to fulfil the duty of maintaining the single central record. When a school or college chooses to retain a copy, there should be

a valid reason for doing so and it should not be kept for longer than six months in line with the requirements of the Data Protection Act 2018.

When the information is destroyed a school or college should keep a record of the fact that vetting was carried out and the result.

11. How to store the SCR

(s. 273, KSCIE 2022)

The SCR can be kept in paper or electronic form.

12. Multi-academy trusts (MATs)

(s. 274, KSCIE 2022)

MATs must maintain the single central record detailing checks carried out in each academy within the MAT. There is no legal requirement for the MAT to maintain an individual record for each academy. However, the information should be recorded in such a way that allows for details for each individual academy to be provided separately, and without delay, to those entitled to inspect that information, including by inspectors.

13. Ofsted inspection and the SCR

Ofsted will check the school's SCR when they visit. Any gaps in the record (which cannot be updated on the day of the inspection from existing documentation) may become a limiting factor in relation to the safeguarding judgement and thereby any concerns arising may jeopardise the overall judgement for the school.

It is therefore extremely important that SCR is maintained and accessible for inspection.

13.1 Responsibility for the SCR

The governing board and the school's designated safeguarding lead (DSL) are responsible for ensuring that safeguarding procedures, including the SCR, are appropriate and up to date.

The **DSL** is responsible for monitoring the SCR, and the **governing board** is responsible for making sure it is being monitored.

Governors **are not** responsible for checking the SCR's accuracy. They should monitor whether there are appropriate systems in place for maintaining the record and keeping it up to date, and will check to make sure that these processes are being carried out.

Responsibility for entering information into the SCR can be delegated to another member of staff.

13.2 Frequency of monitoring

How often the SCR is monitored will depend on the context of your school.

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For instance, if your school has a stable workforce where few people leave or join, monitoring the SCR once a term is likely to be enough.

However, if your school has a high staff turnover, or has a large number of volunteers or supply staff that join and leave the school, it may be more appropriate to check the SCR half-termly to make sure that all of the relevant details have been entered and are up to date.

14. Ensuring completeness

There should never be any gaps in your SCR. If a check is not required for a particular individual, for example if there are no professional qualifications required, the SCR should clearly show this as 'not required'. This will ensure you are not inadvertently penalised during an inspection.

If you have any questions about what should or should not be included in your SCR please contact your human resources adviser.

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