



CANTRELL PRIMARY AND NURSERY SCHOOL

Single Central Record Policy (SCR)

Issued: April 2024

Next review date: March 2025

1. INTRODUCTION

At Cantrell Primary School, we are committed to promoting the safety and wellbeing of our staff, pupils and visitors. Ensuring the safety of our school community is of paramount importance and, as a result, this policy has been created to establish a more comprehensive safer recruitment procedure so that pupils feel safe at Cantrell Primary School. A Single Central Record (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 the school.

To ensure Cantrell Primary School is recruiting suitable individuals for a role, employment checks must be carried out by the school, in line with the school's Safer Recruitment Selection Policy. The checks must include identity checks, right to work in the UK checks, varying levels of DBS checks (depending on the role), as well as extended European Economic Area (EEA) checks for staff who have lived or worked outside the UK.

2. SCOPE

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

3. LEGAL FRAMEWORK

- a. This policy has due regard to legislation, including, but not limited to the following:
 - The Data Protection Act 2018
 - The General Data Protection Regulation
 - The Freedom of Information Act 2000
 - The Education Act 2002
 - Education (Pupil Referral Units) (Application of Enactments) (England) Regulations 2007
 - The Education (Independent School Standards) Regulations 2014
- b. This policy has been created with due regard to the following statutory DfE guidance:
 - DfE (2018) 'Keeping children safe in education'

4. ROLES AND RESPONSIBILITIES

- a. The school and in conjunction with the Designated Safeguarding Lead 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 the school.
 - Ensuring the identity of all existing and prospective employees.
 - Ensuring DBS checks are carried out on all members of the school and Governing Body.
 - Annual audit of the school and central SCR to be undertaken by the Designated Safeguarding Lead.
 - A termly audit of the SCR to be undertaken by the Safeguarding Governor or member of the SLT. The audit must be recorded on the SCR's checker log with the date and initials of the person undertaking the checks.
- b. The Headteacher, DSL and School Business Manager 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 the school.
 - Ensuring supply teachers, volunteers, contractors and/or any other visiting party to the 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 school 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 Headteacher and Designated Safeguarding lead of any decisions made regarding DBS and other security checks.
 - Ensuring that the data stored in the SCR is stored safely and securely.
 - Must undertake monthly reviews of the SCR as a minimum
 - Acting in accordance with this policy.
- c. All school staff are responsible for:
- Providing accurate and up-to-date information required for the SCR so that they can continue their employment and/or voluntary position at the school.
 - Informing the Headteacher of any changes in personal data or additions that need to be made to the SCR.
- d. 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 working on school premises unsupervised.
 - Informing the Headteacher of any changes in personal data or additions that need to be made to the SCR.
 - In the instance of contractors, volunteers or other visiting parties not having a satisfactory DBS, the decision to arrange for supervision whilst on site, postpone the visit to a time when children are not on site, or refuse site entry will be at the discretion of the Headteacher.

5. CONTENTS OF A SINGLE CENTRAL RECORD

- a. The SCR must detail checks for any member of staff who will likely come in to contact with a pupil. This includes the following:
- All staff, including teacher trainees on a salaried route, agency and third party supply staff who work at the school and senior leaders
 - All members of the Governing Body.
 - Any other individual likely to work in close proximity to the school's pupils
- b. When employing agency staff from a third-party organisation, the school must obtain written notification that the organisation has carried out all of the relevant checks.
- c. The Headteacher must ensure that the individual who presents themselves on their first day of employment is the subject of all pre-employment checks.
- d. A copy of the original photographic identification must be obtained.
- e. School records must include the following checks and indicate whether and when they have been carried out, and the date on which each check was completed/certificate obtained:

- An identity check
- A barred list check
- A current enhanced DBS check/certificate
- A prohibition from teaching check
- Right to work in the UK check
- Professional qualifications check, where required
- For individuals who have lived or worked outside of the UK, a letter of professional standing issued by a professional regulating authority in the country / countries in which they worked.
- For supply staff confirmation has been received from the supply agency that they have undertaken relevant checks and the person has brought original ID to confirm who they are.
- Initials of who undertook the checks

f. The SCR may also detail the following relevant checks:

- Childcare disqualification checks
- Volunteers
- Safeguarding training dates
- Safer recruitment training dates
- Initials of staff and date who completed the checks

g. The following are not statutory SCR items but are recommended as best practice:

- Position held
- Initials and date of quality assurance check • Employee Disqualification Disclosure
- Details of identity check document

h. It is recommended that address and date of birth be held in personnel files only

i. As the SCR is a live document, employees leaving the school must be removed from the actual SCR within 14 days of leaving and moved to the archive tab. Therefore all in year leavers will be documented within this tab. This is in line with the schools retention policy and GDPR.

j. Archive tab is to be renewed for each new academic year. The previous year's archived tab/s must be retained for 3 years and then deleted. This is in line with the school's GDPR and retention records policy.

k. Within the single central record, a monthly checker log must be maintained for all reviews/amendments, deletions and audits. This must be dated and initials of personnel who completed the action/s on the SCR (usually the HT/SBM).

6. STORAGE

a. There will be only one copy of the SCR created on a spreadsheet and located in a secure folder. Access to this folder will be delegated to authorised users only and the file within will be password protected. The SBM and office team will hold responsibility for editing the SCR in line with their roles and responsibilities.

- b. The school will not keep copies of DBS certificates, but staff and Governors have to be prepared to present them upon request.
- c. The school will keep a legible copy of employees' evidence for their right to work in the UK, e.g. a copy of their passport on the employees personnel file.
- d. All other documentation, such as photocopied proof of qualifications, will be safely stored in a personnel file.
- e. All certificates will be stored in accordance with the school's [GDPR Data Protection Policy](#).

7. RECOMMENDED TRAINING REQUIREMENTS

- SCR: HT/DSLs/SBM and relevant office staff –annually
- Safer recruitment training: HT and DHT – every three years
- Basic Safeguarding Children Training: all staff – annually
- Safeguarding Children Training Level 3: DSLs and Deputy DSLs (DDSLs) - every three years
- PREVENT Part 1: All staff and Governors – annually
- PREVENT Part 2: HT/DHT/DSLs/DDSLs – annually
- Safeguarding Children Lead Training: Safeguarding Lead - annually

8. MONITORING AND REVIEW

- a. The SCR must 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.
- b. Records kept on school leavers must be destroyed 6 months after their departure.
- c. The SCR will be reviewed monthly by the Headteacher/SBM and/or DSL, ensuring all safety checks are present and up-to-date.
- d. Any changes to this policy must be communicated to the Headteacher/SBM and any staff members affected by the change.