



## **Single Central Record Policy**

Written by	The Attendance Officer in conjunction with the Principal's Review Committee
Ratified by Trustees	
Date for Review	September 2023
Signed-Chair of Trustees	(Sue Trentini)
Signed – Chief Executive Officer	(Lee Hessey)

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## 1.) What is a Single Central Record?

(KCSIE 2020) Schools and colleges must maintain a single central record of pre-appointment checks, referred to in the Regulations (listed in paragraph 165) as the register and more commonly known as the single central record. For requirements for schools in Multi- academy trusts (MATs), see paragraph 169.

169. Multi Academy Trusts (MATs) must maintain the single central record detailing checks carried out in each academy within the MAT. Whilst there is no requirement for the MAT to maintain an individual record for each academy, 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

The Forge Trust uses the format as recommended by Nottinghamshire County Council. (**Appendix 6 – SCR template and Appendix 5 -Completion guidance**)

## 2.) Who must be included in the SCR?

The safeguarding guidance explains that the SCR must cover:

- All staff (including supply staff and teacher trainees on salaried routes) who work at the school
- For independent schools, academies and free schools, all members of the proprietor body
- Paragraph 128 of the guidance explains that governors/Trustee members of maintained schools are required to undergo enhanced DBS checks, under The School Governance (Constitution and Federations) (England) (Amendment) Regulations 2016. A DfE representative confirmed that in light of these new regulations, governors of all schools should be included on the SCR.
- Supply staff and volunteers should also be included on the SCR
- Contracted workers would also need to be included on the SCR if they are working on the school property. Once they have finished their contract with the school, they can be removed from the SCR.
- Schools must continue to keep staff on maternity leave on the SCR, as they are still employed by the school.
- It is for schools to decide how long to keep a staff member's details on the SCR, and that the DfE does not have official guidance on this issue.

### 3.) **What checks must be recorded?**

Paragraph 112 of the DfE's safeguarding guidance says that the SCR must, in respect of staff members, include information about:

- Identity checks
- Barred list checks
- Enhanced DBS checks
- Prohibition from teaching checks
- Section 128 checks (for those in management positions in an independent school or academy)
- Further checks on people living or working outside the UK, including checks for restrictions or sanctions imposed by a European Economic Area (EEA) regulating authority
- Checks of professional qualifications
- Checks to establish individuals' right to work in the UK

In respect of these checks, the SCR must record:

- Whether the check has been carried out
- The date on which each check was carried out, or the certificate obtained.

### 4.) **Staff leavers**

- Members of staff who leave the academy, must have their information kept on a leaver tab or section on the SCR. This cannot form a separate document. Advice from the Trust DPO (Data Protection Officer- Tim Pinto). It is advised that this information be kept indefinitely in case of a safeguarding enquiry.

### 5.) **Responsibility for the SCR**

- The DfE states that a school's Board of Trustees and the designated safeguarding lead are responsible for ensuring that appropriate and up-to-date safeguarding procedures are in place. This includes the SCR.

The Board of Trustees and Trust Senior Designated Teacher for Safeguarding should check the SCR periodically

- However, it is not necessarily the responsibility of the Board of Trustees or safeguarding lead to enter information into the SCR, the DfE representative

told us. They may choose to delegate this task, for example to the school receptionist or administration officer.

- The Board of Trustees should check the SCR periodically, but Trustees are not required to validate or 'sign off' the SCR to show that it is up to date.
- The DfE's statutory guidance on safeguarding, Keeping Children Safe in Education, outlines governors/Trustees responsibilities for managing safeguarding in part 2, on pages 14-21, and the role of the safeguarding lead in annex B, on pages 59-61

### **Storing the SCR**

The register may be kept in electronic form, provided that the information so recorded is capable of being reproduced in legible form.

### **6.) Types of DBS checks**

Paragraph 92 and annex G of 'Keeping Children Safe in Education' explain the different types of DBS check available for those working with children. They are:

- **Standard:** a check of the police national computer records of spent and unspent convictions, cautions, reprimands and warnings
- **Enhanced:** the same information as the standard check plus any additional information held by the police that a chief police officer believes should be disclosed
- **Enhanced criminal record check with children's and/or adults' barred list information:** the same information as the enhanced check, plus checks of whether someone is included on the national DBS 'barred lists' of individuals unsuitable for working with children or adults

A check for barred list information can only be carried out on individuals who are in regulated activity. Keeping Children Safe in Education explains in paragraph 88 that, in a school:

For most appointments, an enhanced DBS certificate, which includes barred list information, will be required as the majority of staff will be engaging in regulated activity.

See **Appendix 1** for guidance on who needs a DBS and **Appendix 2** - Flowchart of Disclosure and Barring Service criminal record checks and barred list checks

### **Section 128 direction**

Where the person will be engaging in regulated activity, a DBS barred list check will also identify any section 128 direction. 39 prohibits or restricts a person from taking part in the management of an independent school, including academies and free

schools. A person who is prohibited is unable to participate in any management of an independent school such as: 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 in an independent school, academy or free school that retains or has been delegated any management responsibilities. A check for a section 128 direction can be carried out using the Teacher services system.

## **7.) Regulated Activity**

Guidance on who needs a DBS refers to 'regulated activity'. Page 8 of the DfE's guidance note on regulated activity, explains that any activity taking place in a school is regulated activity if:

- It is carried out frequently (once a week or more often), or on four or more days in a 30-day period;
- It is carried out by the same person;
- The person is engaged in work for the school or in connection with the school; and
- It gives the person the opportunity to have contact with children

This includes activity in:

- All schools providing full-time (or mainly full-time) education for children
- Pupil referral units
- Nursery schools
- Childcare premises (including nurseries)

### Managing a person in regulated activity

Page 7 of the guidance note explains that someone is in regulated activity if he/she is managing, on a day-to-day basis, someone else in regulated activity.

Similarly, someone is in regulated activity if he/she is providing day-to-day management of a volunteer who is engaging in activity that would be regulated if unsupervised.

### Exceptions to regulated activity

The DfE's guidance note on regulated activity explains that certain activities do not count as regulated activity, even if they take place in a school.

### Family/personal arrangements

Page 3 of the guidance note explains that regulated activity excludes family arrangements and personal, non-commercial arrangements.

### The 'peer exemption'

The guidance explains on page 4 that "activity by a person in a group assisting or acting on behalf of, or under direction of, another person engaging in regulated activity in relation to children" is not regulated activity.

This is known as the 'peer exemption'.

### Supervised volunteers

The guidance note explains on page 8 that volunteers are not in regulated activity where they are supervised on a day-to-day basis by another person engaging in regulated activity.

## **8.) Staff files**

All staff should have their own main file. This should be in a locked secure cabinet.

Each file should have a staff file profile sheet. **(Appendix 3)**

The documents in the file should be organised into the different sections in plastic wallets as detailed on the front sheet. Stickers should be placed on the plastic wallets to indicate the content (see **Appendix 8** for sticker template).

**Appendix 4** can be used to monitor staff files. However, this is not obligatory as the staff files will be checked individually during the annual audit.

## **9.) Auditing of SCR**

This should be completed annually by The Designated Teacher for Safeguarding and either a Trustee member or just by the Senior Designated Teacher for Safeguarding of the Forge Trust. **Appendix 7** will be used during the audit.

Staff main files will also be checked at this time and the Trust member carrying out the audit will sign the individual staff member's front sheet **(Appendix 3)** in their file to indicate that it has been checked.

## **Appendix 1 - Who needs a DBS?**

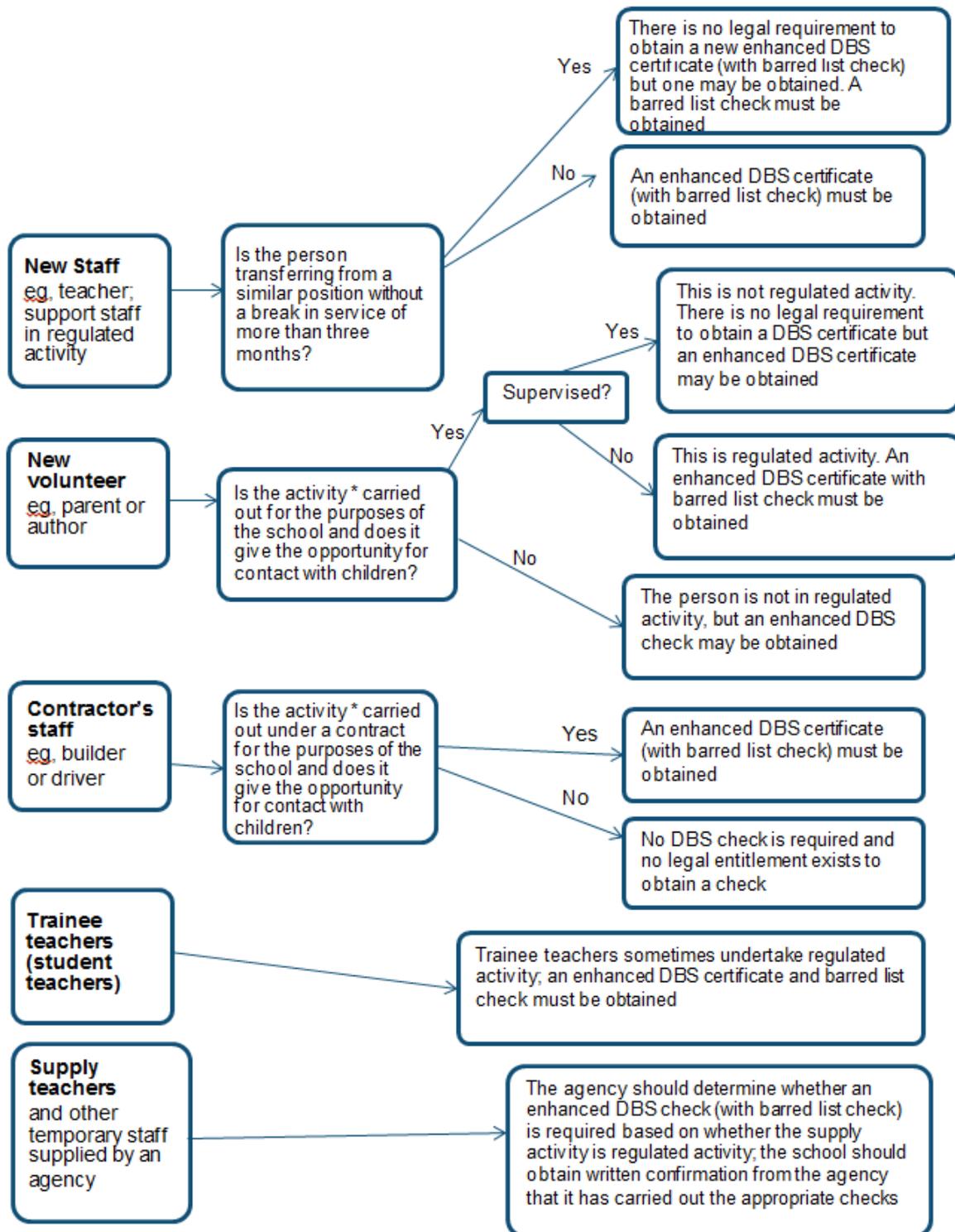
<b>Job role</b>	<b>Enhanced DBS check</b>	<b>Barred list check*</b>	<b>Notes</b>
<b>New school staff</b>	Yes	If in regulated activity*	New school staff will need an enhanced DBS check, and if they are engaging in regulated activity will need a barred list check too. Most staff employed by the school will be in regulated activity, as they will be working at the school regularly in a position that provides the opportunity for contact with pupils.
<b>Appointees from another school/college</b>	No, unless there has been a break in employment of three months or more	If in regulated activity*	Schools do not have to obtain new enhanced DBS checks for appointees who have worked in a similar position without a break in service of three months or more, but may do so if they wish. However a new, separate barred list check must always be obtained where staff will be working in regulated activity.

<b>Agency/third party staff</b>	Yes (to be completed by employer organisation)	If in regulated activity* (to be completed by employer organisation)	Schools must obtain written notification from the organisation that employs the staff member that the necessary checks have been carried out.
<b><u>Contractors</u></b>	<p>Where a contractor is <b>unlikely to have the opportunity for contact with pupils</b>, for example if he/she working outside school hours or in areas away from pupils, no DBS or barred list check would be needed, though the school could conduct a DBS check if it felt this was appropriate.</p> <p>Where a contractor would have the <b>opportunity for contact with pupils</b> during his/her work, but the work takes place on an <b>occasional or temporary</b> basis, an <b>enhanced DBS check without barred list information</b> will be appropriate.</p> <p>Where the contractor is engaging in <b>regulated activity*</b>, including if he/she works regularly or frequently at the school in work that would give him/her the opportunity for contact with pupils, an <b>enhanced DBS check with barred list information</b> will be required.</p>		
<b><u>Governors/trustees</u></b>	Yes	If in regulated activity*	Maintained school governors, academy trustees and academy local governors will all require enhanced DBS checks. They will only need barred list checks if also engaging in regulated activity. Being a governor or trustee does not automatically entail engaging in regulated activity.
<b>Trainee teachers (salaried)</b>	Yes	If in regulated activity*	Trainee teachers who are salaried by the school will need the same pre-appointment

			<p>checks as other school staff, and will need to be recorded on the single central record (SCR).</p> <p>The school is responsible for carrying out these checks.</p>
<b>Trainee teachers (fee-funded)</b>	Yes (to be completed by initial teacher training provider)	If in regulated activity* (to be completed by initial teacher training provider)	<p>Where trainee teachers are fee-funded, it is the responsibility of the initial teacher training provider to carry out the necessary checks.</p> <p>Schools should obtain written confirmation from the training provider that these checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.</p> <p>There is no requirement for the school to record details of fee-funded trainees on the SCR.</p>
<b><u>Volunteers (supervised)</u></b>	No	No	<p>There is no requirement to obtain an enhanced DBS check for supervised volunteers, though schools may do so if they wish. If supervised, a volunteer is not in regulated activity, and so a barred list check cannot be obtained.</p>

<p><b><u>Volunteers</u></b> <b><u>(unsupervised)</u></b></p>	<p>Yes</p>	<p>If in regulated activity*</p>	<p>Where a volunteer is unsupervised and will teach or look after children regularly, or provide one-off personal care, he/she is in regulated activity. Volunteers must not be left unsupervised if no checks have been carried out on them.</p>
<p><b>Visitors</b></p>	<p>No</p>	<p>No</p>	<p>Schools do not have the power to request DBS or barred list checks for visitors, or to ask to see their DBS certificates. Headteachers should use their professional judgement to decide whether a visitor needs to be escorted or supervised.</p>

## Appendix 2 - Flowchart of Disclosure and Barring Service criminal record checks and barred list checks



\* Activities listed under the guidance's definition of regulated activity and which are carried out 'frequently'

**Appendix 3**



**THE FORGE**  
**TRUST**

**Staff File Profile Sheet**

**(Photo)**

**Name:**

**DOB:**

**Address:**

**Start date:**

<b>File checklist</b>	<b>In file</b>	<b>File audit record (signed and dated)</b>
1.) Identification		
2.) Application form & interview documentation		
3.) References		
4.) General Induction		
5.) Safeguarding Induction		
6.) DBS & Sanctions checks		
7.) Qualifications		
8.) Health		
9.) Payroll		
10.) Contracts		
11.) Training		
12.) Staff data sheets		



## **Appendix 5 - Single Central Record (SCR) Completion Guidance**

- 1.1 Keeping Children Safe In Education 2016 Part 3: Safer recruitment, stipulates the pre-employment checks which should be undertaken for staff in schools and recorded in a Single Central Record (SCR). [KCSIE 2016](#)
  - 1.2 All schools must have a Single Central Record (SCR) to meet the statutory regulatory framework and Ofsted Inspection framework.
  - 1.3 Please note, the SCR is a checklist for staff employed directly by the school, volunteers and governors. All fields should be completed.
  - 1.4 For supply staff before a new employee starts the school should record on the SCR the date written confirmation has been received from the external business supplying the member of supply staff that all of the relevant safer working checks have been completed. The employing supply agency should also confirm with the school the date(s) on which these checks were undertaken. Please see note 12.
  - 1.5 For volunteers: please see paragraph 123 of KCSIE. Where checks are carried out on volunteers, schools should record this on the SCR.
  - 1.6 For governors: all governors now require an enhanced DBS certificate. If a governor is involved in any regulated activity the requirement is for an enhanced DBS certificate with children's barred list check. See paragraph 129 of KCSIE.
  - 1.7 The following notes will assist schools in the completion of the SCR. The HR Service has provided an SCR template, which schools should use to record the necessary checks and the details of the person who has made each check. A school may devise their own template provided that it complies with the requirement of the latest statutory guidance.
2. Action to be taken by the school
    - 2.1 In order to verify that the school has checked the employee's or volunteer's details, each entry must show the name of the person nominated by the school to make the check, the position held and the date when the check was completed. Volunteer's details should be listed on the SCR if the volunteer works in regular contact with children. The nominated person making the check should be determined by the school and does not necessarily need to be the head teacher. A copy of all relevant original documents should be kept on the employee's personal file. The only document your school is not required to keep is a copy of the DBS disclosure certificate, but you must record the disclosure number and date. For any staff who have worked with children and who leave their employment at your school it is recommended that the personal file should be kept for 25 years.

### **Appendix 5 - Guidance on completion of SCR**

<b>Field Name</b>	<b>Evidence Required and How to Populate the Field</b>	<b>Any Relevant Guidance Notes</b>	<b>Stage completed at</b>
<b>1. Employee's post and start date</b>		Insert full name	
<b>2. Identity check</b>	Passport, photo driving license.	Insert full name not just initials.	Interview stage
<b>Address</b>	Utility bill or bank statement which must also contain the person's name along with the address.	The school only needs to record a tick that a check has been made against the employees address.	
<b>Date of Birth</b>	Birth certificate, passport, driving licence.		
<b>3. Children's Barred List check</b>	Name and post title of the person carrying out the check and date of the check	Formerly List 99  When a school requests an enhanced DBS check, ask for Barred List check too.  Please note guidance about Barred List checks for volunteers (KCSIE 2016 Paras 123) – only those in regulated activity require a Barred List check.	Conditional offer stage
<b>4. DBS</b>	Disclosure number and date cleared.	For all posts in school an enhanced DBS check is required. This information is now provided in an email format from the BSC once the person has been cleared. Schools do not have to keep copies of DBS certificates. Contact email address is <a href="mailto:dbs@nottscc.gov.uk">dbs@nottscc.gov.uk</a> or telephone 0115 9772727 for the recruitment team.	Conditional offer stage  (You may ask candidates to bring the relevant documents necessary for the DBS

		<p>Schools do not have to keep copies of the DBS certificates, however the applicant must show the DBS certificate to their potential employer before they take up post or as. <a href="#">KCSIE 2016</a> paragraph 93)</p>	<p>check to be made – but after the interview shred them if they are not the preferred candidate. The actual DBS check is undertaken as part of the conditional offer stage.)</p>
<p><b>5. Prohibition from teaching check and other related checks.</b></p>	<p>The date the checks were carried out and by who</p>	<p>These checks should be completed for all school staff volunteers and Governors in regulated activity</p> <p>Alongside the Prohibition from teaching check, the service should be used to undertake the additional restrictions/sanctions that have been imposed by regulators of the teaching profession.</p> <p>The checks required for all are</p> <ol style="list-style-type: none"> <li>1. Teachers who have failed induction or prohibition.</li> <li>2. General Teaching Council for England sanctions (NCTL)</li> <li>3. Teachers and others prohibited from the profession.</li> <li>4. Teachers sanctioned in other EEA member states</li> <li>5. Section 128 barring directions (Academies free schools and Independent schools only)</li> </ol> <p>The Section 128 barring direction list contains individuals who are barred from taking part in the management of an independent school and so this check will not be required for any staff at a maintained school. (Section 14 on SCR)</p> <p>In order to undertake those checks each school will need to have access to 'Employer Access Online', which is a free service for</p>	<p>Conditional offer stage</p>

		<p>schools, local authorities and teacher supply agencies in England. To obtain access schools will need to complete a SA service request form as explained in the link below</p> <p><a href="http://www.gov.uk/teacher-status-checks-information-for-employers">www.gov.uk/teacher-status-checks-information-for-employers</a></p> <p>To use the system you need a Department for Education secure access user account and password which will then provide a link to the teacher services portal.</p> <p><b>For Teachers:</b> Once the teacher's record is displayed, you will see the 'claim teacher' function. If this teacher is employed by your school and you wish to claim them, please click on 'claim teacher and the teacher will then feature on the list of teachers for your school. The 5 checks will then be done automatically</p> <p><b>For all other staff, in addition volunteers and Governors in regulated activity:</b> For all other non-teaching staff, volunteers and governors you will need to manually scrutinise each lists separately to see if the name of your prospective employee is listed.</p> <p>The checks should include a check of any previous names for the prospective employee</p> <p>Any queries or issues can be referred to the following email</p> <p><a href="mailto:Employer.ACCESS@education.gsi.gov.uk">Employer.ACCESS@education.gsi.gov.uk</a></p>	
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		Alternatively the school may contact the NCTL, Teacher Qualifications Unit .Tel: 0207 593 5391	
<b>6. Overseas check (where required)</b>	The LA advises that these checks are required for those that have lived outside the UK for 5 or more years of their adult life.	<p>The application process for criminal records checks or 'Certificates of Good Character' for someone from overseas varies from country to country. Checks will involve contacting relevant embassies or police forces. Please seek advice from the DBS as you will have to apply in the country or to the relevant embassy in the UK.</p> <p><a href="https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants">https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants</a></p> <p>For applicants who have been employed in the UK for 3 months prior to their appointment please see KSCIE paragraph 105.</p> <p>It is recognised that it sometimes proves difficult to obtain the relevant references and checks from overseas. In such circumstances, school leaders must ensure all reasonable steps have been taken before deciding to appoint. A risk assessment and adjustments will need to be considered and recorded. This will include</p> <ul style="list-style-type: none"> <li>- Recording and keeping on file -evidence of trying to obtain references and checks from abroad</li> <li>- Undertake a DBS check even if the prospective employee has not been living in UK for 5 years</li> <li>- Seek additional work references in addition to the usual two.</li> <li>- Seek a further DBS check after the person has worked for you for a period of time – eg.12 -18 months</li> <li>- Scrutinise right to work in the UK document</li> </ul>	Conditional offer stage

		<p>- Not allow the staff member to work unsupervised with children for an appropriate period of time until school leaders feel satisfied with their conduct, performance, and understanding of school requirements and safeguarding is embedded.</p> <p>The above actions will provide evidence of consideration and management of the risk which will be part of the Safer Recruitment considerations by Ofsted. The decision whether to appoint or not is that of the each school, each school has to satisfy themselves that it is appropriate to appoint, otherwise they should not appoint.</p>	
<b>7. Qualifications</b>	Relevant qualifications if required.	This column should state yes if required along with the name of the qualification seen and initialled by the person checking the qualifications. Copies of the qualification should be kept on the employee's personal file. If the post is not subject to any qualifications this should be stated in the field instead.	Interview stage
<b>8. Right to work in the UK check</b>	<p>Please see the Recruitment and Selection Procedure for School Staff on Schools Portal for details of the documents to check.</p> <p><a href="#">Recruitment &amp; Selection Procedure</a></p> <p>Further information is also available on</p>	<p>All employees appointed after February 2008 must provide this evidence (which must be retained by the school) of their right to work in the UK. This is mandatory for all employees including British Citizens.</p> <p>The following government website has a tool you can also use to find out which documents an employee needs to produce to prove they are eligible to work in the UK.</p> <p><a href="http://www.gov.uk/legal-right-work-uk">www.gov.uk/legal-right-work-uk</a></p> <p>If an employee is unable to show you the required documents, you need to ask the Home Office to check an employee's or potential employee's immigration status. See the link below</p>	Interview stage

	<p><a href="http://www.gov.uk/check-job-applicant-right-to-work">www.gov.uk/check-job-applicant-right-to-work</a></p> <p>You must see the prospective employee's original documents, you must check them with the worker present, and you must make and keep copies and record the date you made the check</p>	<p><a href="http://www.gov.uk/employee-immigration-employment-status">www.gov.uk/employee-immigration-employment-status</a></p>	
<p><b>9. Reference check</b></p>	<p>Although the 'Keeping Children Safe in Education' 2016 statutory guidance does not stipulate a requirement to record references on the actual SCR, all schools are strongly advised to record that 2 appropriate references have been obtained on the SCR so that a complete record of the safer recruitment checks are recorded in one document</p> <p>Date school obtained the references and initial of the person who checked references</p>	<p>Copies of references should be kept on personal file within the school.</p> <p>Further guidance on reference can be found in <a href="#">KCSIE 2016</a> statutory guidance in paragraph 108-111 and in the Recruitment and Selection procedure for school staff on Schools Portal-</p> <p><a href="#">Recruitment &amp; Selection Procedure</a></p>	<p>Pre Interview stage</p>

<p><b>10. Medical clearance check</b></p>	<p>Similar to the reference check - <a href="#">KCSIE 2016</a> statutory guidance does not stipulate a requirement to record the medical clearance check on the actual SCR. However schools are strongly advised to ensure medical clearance checks are recorded on the SCR so that a complete record of the safer recruitment checks are recorded in one document</p> <p>Date of the clearance and initial of person carrying out the check</p>	<p>Prior to April 2009 the information was usually held centrally by the LA. If this is the case, record this in the column.</p>	<p>Conditional offer stage</p>
<p><b>11. Disqualification under the Childcare Act 2006</b></p>	<p>Staff disqualification declaration completed.</p> <p>Please note that a waiver issued by Ofsted is not portable between schools.</p>	<p>Full guidance is available on Schools Portal</p> <p><a href="#">Disqualification under the Childcare Act - statutory guidance</a></p> <p>Record whether employee/ individual is covered by the 2006 Childcare Act and the Childcare (Disqualification) Regulations 2009.</p> <p>Please ensure this check has been undertaken for staff who are currently not in work such as any staff who are on maternity leave, sickness absence or on secondment.</p>	<p>Conditional offer stage</p>
<p><b>12. Supply staff</b></p>	<p>Keeping Children Safe in Education 2016, paragraph 112, requires schools to state</p>		<p>Conditional offer stage</p>

	on their SCR whether written confirmation that the employment business supplying supply staff has carried out the relevant safer working checks.		
<b>13. Governors DBS and prohibition from teaching/sanction checks</b>	<p>DBS Disclosure number and date cleared.</p> <p>Indicate checks have been completed and the date of the clearance with initial of person carrying out the check</p>	<p>The School Governance regulations 2016 introduced the requirement that any serving governor has an enhanced DBS check. For any governor who is working in regulated activity, the required check is for an enhanced DBS Certificate with children's barred list check (which would need an explanation of the regulated activity the governor is involved in).</p> <p>See point 5</p>	Applied for within 21 days of their appointment/election
<b>14. Section 128 barring list (Independent, free school and academies only)</b>	The date the checks were carried out and by who	The Section 128 barring direction list contains individuals who are barred from taking part in the management of an independent school and so this check will not be required for any staff at a maintained school. (Section 14 on SCR) This check should be carried out regardless of whether they are in regulated activity in the school.	Before individual takes up their position

**Note below:** The evidence for ID checks, addresses, date of birth and NI number listed above is not an exhaustive lists of documentation that can be used as a check.

Please note that retrospective DBS, medical and reference checks should **not** be undertaken. If you do not hold the evidence within school you should state a reason why you have not seen the evidence first hand and ensure that all columns are completed and not left blank on the SCR. If you are a new head and inherited an incomplete SCR you should seek immediate advice from the Senior Designated Teacher for the Trust who will consult with the Forge Trust HR company.

**MODEL SINGLE CENTRAL RECORD TEMPLATE - APPENDIX 6**

<b>1.Employee name</b>							
Post							
Start date							

<b>2.Identity check (note 2)</b>							
DOB							
Address							
Check made by - name							
- post title							
- document checked							
- date checked							

<b>3.Children's Barred List (note 3)</b>							
Check made by - name							
- post title							
- date checked							

<b>4.DBS (note 4)</b>							
Disclosure number							
Enhanced disclosure							
Check made by - name							
- post title							
- date checked							

<b>5.Prohibition from teaching check (note 5)</b>							
Check made by- name							
- post title							
- date checked							

<b>6.Overseas check (if required - note 6)</b>							
Further checks made							
Check made by - name							
- post title							
- date checked							

<b>7.Qualification (note 7)</b>							
Qualification required for this post ? (Y/N)							
What qualification was provided							
Check made by - name							
- post title							
- date checked							

<b>8.Right to work in the UK check (note 8)</b>							
Evidence provided							
Check made by - name							

- post title							
- date checked							

<b>9.References check (note 9)</b>							
Check made by - name							
- post title							
- date checked							

<b>10.Medical clearance (note 10)</b>							
Check made by - name							
- post title							
- date checked							

<b>11.Disqualification under Childcare Act required (Y/N) (note 11)</b>							
Check made by - name							
- post title							
- date checked							

<b>12.Supply staff (note 12)</b>							
Has employing business done check? (Y/N)							
- date checked							

## Safeguarding Children in Education – Appendix 7

### Safeguarding Audit Tool for Safer recruitment and SCR for Academies within the Forge Trust

Name of school/college				Date of audit	
Person completing the audit		Job title		Signature	
Person completing the audit		Job title		Signature	
<b>STATUTORY TRAINING REQUIREMENTS</b>					
Name of designated safeguarding lead		Job title		Date of last safeguarding training	
Name of deputy safeguarding lead		Job title		Date of last safeguarding training	
Name of the nominated child protection Trustee member				Date of last safeguarding training	
Date of last safeguarding training for all staff working with children (refresher training every three years)					

**RAG rating and action planning** The traffic light system relates to how the educational establishment assesses itself against achieving a particular standard. If your establishment assesses itself as red or amber, the areas for development must be recorded on the action plan, along with the person responsible for completing the action and a timescale in which to do so. **A template action plan is provided in the appendix.**

<b>RED</b>	Indicates that processes are lacking and need to be developed as a matter of urgency in order to meet minimum requirements for a specific standard.
<b>AMBER</b>	Indicates that processes are in place but they need to be reviewed or further improved for a specific standard.
<b>GREEN</b>	Indicates that the establishment meets the standard fully with all processes in place and up to date, at least to the required minimum.

Safeguarding standard		Evidence you may have	Notes	RAG rating	Action (enter details of action to be taken to meet the standard and transfer to the Action Plan (Part 3))
<p><b>The Academy within The Forge Trust operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children.</b></p>					
1.	The educational establishment has a written recruitment and selection policy that complies with national and local guidance. This is available and practice within the academy illustrates that the policy is being followed.	<ul style="list-style-type: none"> <li>The policy statement is linked to the child protection policy.</li> <li>It incorporates an explicit statement about the establishment's commitment to safeguarding and promoting the welfare of children.</li> <li>The statement is included in publicity material, advertisements, candidate information packs, job descriptions, etc.</li> </ul>	<ul style="list-style-type: none"> <li>See <i>Keeping Children Safe in Education 2016</i> which can be found on the Department for Education website at <a href="https://www.gov.uk/government/publications/keeping-children-safe-in-education--2">https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</a></li> </ul>		
2.	The Board of Trustees must ensure that any person who interviews a candidate for a post (or in the case where a selection panel is appointed for that purpose,) at least one panel member has completed safer recruitment training.	<ul style="list-style-type: none"> <li>The requirement for safer recruitment training is incorporated into the recruitment policy/procedures and signed off by governors.</li> <li>Evidence that safer recruitment training is undertaken - certificates</li> <li>Records of recruitment panels are maintained, including which member on the panel has completed safer recruitment training.</li> </ul>	<ul style="list-style-type: none"> <li>It is recommended that a minimum of two interviewers, and in some cases a larger panel for senior or specialist posts, conduct interviews.</li> <li>See <i>Keeping Children Safe in Education 2015</i> which can be found on the Department for Education website at <a href="https://www.gov.uk/government/publications/keeping-children-safe-in-education--2">https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</a></li> </ul>		
<p><b>SINGLE CENTRAL RECORD</b></p>					
3.	Is there <b>one</b> Single Central Record (SCR) of <b>all</b> staff in place?	<p>The following are included in the SCR:</p> <ul style="list-style-type: none"> <li>All staff who are employed to work at the school or sixth</li> </ul>	<p>There is key information about the SCR in <i>Keeping Children Safe in Education</i> <a href="https://www.gov.uk/government/publications/keeping-children-safe-in-education--2">https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</a></p>		

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<p><b>The Academy within The Forge Trust operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children.</b></p>					
		<p>form college, and those staff in further education colleges providing education.</p> <ul style="list-style-type: none"> <li>All staff who are employed as supply staff to the school or sixth form college or as supply staff providing education to the further education college, whether employed directly by the school, college or local authority or through an agency.</li> <li>Any volunteers that the school or college has recruited to work regularly with children and for whom Disclosure and Barring Service (DBS) checks have been requested because they are working unsupervised.</li> <li>People brought into the school or college to provide regular additional teaching or instruction for pupils but who are not staff members, eg a specialist sports coach or artist.</li> </ul>	<ul style="list-style-type: none"> <li>DBS checks of volunteers are required for those who have regular and unsupervised access to children.</li> <li>For all visitors not included on the SCR, schools and colleges should require them to sign in. Where unsupervised access to children is likely, eg by visiting local authority staff – schools and colleges should check their proof of identity. (NB requesting copies of visitors DBS checks is <u>not</u> necessary.)</li> <li>See DBS WEBSITE <a href="https://www.gov.uk/government/organisations/disclosure-and-barring-service">https://www.gov.uk/government/organisations/disclosure-and-barring-service</a></li> </ul>		
4.	Does the SCR record the names, addresses and dates of birth of all members of staff (as in 6.3.1 above)?				

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5.	Does the SCR show the identity checks made, the date of the check and who carried it out?	<ul style="list-style-type: none"> <li>Information can be entered by whoever the school or college identifies as responsible for doing so. In order to verify that they have checked the employee's or volunteer's details, each entry must show the name of the person making the check, the position held and the date when the check was completed.</li> </ul>		
6.	Does the SCR provide evidence that all staff members have had appropriate disclosure checks, ie an enhanced DBS check, enhanced CRB check or List 99 or the Children's Barred List check, prohibition of teaching check, as appropriate?	<ul style="list-style-type: none"> <li>Do all staff members appointed since September 2012 who undertake regulated activity have an enhanced DBS disclosure for regulated activity?</li> <li>Do all staff appointed since May 2006, whether or not they have regular contact with children, have an enhanced CRB disclosure?</li> <li>Do all staff employed since March 2002 who have regular contact with children have an enhanced CRB disclosure?</li> <li>Have all staff employed before March 2002 been checked against List 99?</li> <li>Does the SCR show the disclosure number, date of the checks and who carried it out?</li> <li>Teaching staff are required to have Prohibition of Teaching check undertaken. (If school</li> </ul>	<ul style="list-style-type: none"> <li>Staff recruited before March 2002 and who have continuity of service – that is, no break longer than three months – are not required to have been subject to CRB/DBS checks. However, there is a requirement for all these longer-serving staff who work with children and young people to have been checked against List 99. In general, schools and colleges are required to carry out the checks that were relevant at the time the appointment was made.</li> <li>If a member of staff has an enhanced CRB check in place, they have been List 99 and/or Children's Barred List checked, depending on the date that the disclosure was issued.</li> <li>Disqualification by association – early years/child care staff can be disqualified by association (i.e. when a partner/spouse/family member living in the same household has been convicted of certain offences.)</li> <li>Prohibition of teaching checks can be done for free at Employer Access Online:-</li> </ul>	

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		chooses to allow a teacher to commence work prior to HR receiving DBS checks, they must undertake this check. Record on SCR).	<a href="https://www.gov.uk/guidance/teacher-status-checks-information-for-employers">https://www.gov.uk/guidance/teacher-status-checks-information-for-employers</a>		
Previous Employment	New Employment	Break in Service	Portability Accepted	Barred List Check	
Another School in England	Academy	Less than 3 months	Yes (Optional)	Yes	
		More than 3 months	No	New DBS required	
Stoke Maintained School	Stoke Maintained School	No break	Yes (Optional)	No	
		Less than 3 months	Yes (Optional)	Yes	
		More than 3 months	No	New DBS required	
Another School in England	Stoke Maintained School	No break or less than 3 months	No	New DBS required	
		More than 3 months			
6.3. 5	Does the SCR show the disclosure number, date of the checks were renewed and who carried it out?		<ul style="list-style-type: none"> <li>There is no requirement for a rolling programme of three-yearly checks for staff who have unbroken service (that is, no break of three months or more – see table above).</li> </ul>		
7.	Where there is a disclosure on a DBS/CRB check, where does the school/setting keep a copy	<ul style="list-style-type: none"> <li>Is the SCR, disclosure information, risk assessment, personal information etc kept securely (encrypted or hard</li> </ul>			

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	of the formal written risk assessment?	copies in a locked cabinet with restricted access)?		
8.	Is the SCR regularly monitored to ensure that any outstanding checks are completed promptly?	<ul style="list-style-type: none"> <li>Evidence of regular monitoring of the SCR by the nominated child protection governor and the safeguarding lead.</li> </ul>		
9.	Has the school received written confirmation from supply agencies, or other external agencies, that the appropriate checks have been carried out and are satisfactory?	<ul style="list-style-type: none"> <li>For other supply staff, schools and colleges contracting directly with external organisations should ensure that contracts specify DBS requirements where appropriate. Where contracted staff are in the premises on a regular basis, eg catering staff, details of their safeguarding checks should be recorded on the SCR.</li> </ul>	<ul style="list-style-type: none"> <li>It is sufficient, for schools and colleges to seek written confirmation that appropriate checks, including DBS checks have been carried out and by whom – most commonly the relevant human resources department (it is not necessary to specify a named individual) – and to confirm the identity of these visitors.</li> <li>Safer recruitment procedures must also be applied to external agencies working in the school or college. Other workers, for example contractors, may also require checks.</li> </ul>	
10.	Does the SCR record evidence of eligibility to work in the UK for all staff who started after 27 January 1997?	<ul style="list-style-type: none"> <li>Does the SCR record the evidence seen, the date of the check and the name of the person who made the check?</li> </ul>	<ul style="list-style-type: none"> <li>Employers need to ensure that nationals from countries outside the European Economic Area have appropriate permission to work in the UK.</li> </ul>	
11.	Are further overseas criminal records checks made, where appropriate?	<ul style="list-style-type: none"> <li>Does the SCR record the checks, the date and who carried these out?</li> </ul>		

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12.	Does the SCR identify whether qualifications are legally required for the post?	<ul style="list-style-type: none"> <li>The SCR needs to record the checks made of qualifications, the date and who carried out the check.</li> </ul>	<ul style="list-style-type: none"> <li>Qualification checks need to be carried out for those jobs that legally require qualifications, eg QTS, PGCE, etc for maintained schools and requirements for other types of educational establishment.</li> </ul>		
13.	Does the SCR record that two written references were seen and the date that they were seen?	The SCR needs to record the checks made of qualifications, the date and who carried out the check.			
14.	Are staff files located in a secure cabinet?	Files are located in a secure place in a locked cabinet.	Files hold confidential information, so only appropriate staff should have access to the files.		
15.	Do staff files all have a front sheet completed?	All files have a front sheet.	Staff files across the Forge Trust need to be consistent to ensure that record keeping is of a high standard consistent across the Trust.		
16.	Do staff files have the correct documents organised as detailed in The Forge Trust SCR Policy?	Files are well organised in plastic wallets organised in the different sections using the sticker templates from the SCR Policy	Staff files across the Forge Trust need to be consistent to ensure that record keeping is of a high standard consistent across the Trust.		

## Action Plan

Name of Academy				Date of audit		
Standard		RAG rating	Action needed	Timescale	Name and position of person responsible	

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**1.) Identification**



**2.) Application & Interview**



**3.) References**



**4.) Induction**



**5.) Safeguarding**



**6.) DSB and Sanction checks**



**7.) Qualifications**



**8.) Health**



**9.) Payroll**



**10.) Contracts**



**11.) Training**



**12.) Staff data sheets**



