



Single Central Record Statement

Written by	Jo Knapp
Ratified by Trustees	September 2024
Date for Review	September 2025
Signed - Chair of Trustees	(Sue Trentini)
Signed - Chief Executive Officer	

Vision:

*Challenging educational orthodoxies so that every child makes good progress in core subjects;
all teachers are committed to personal improvement and fulfil their responsibilities;
all children receive a broad and balanced curriculum;
all academies strive to be outstanding.*

The Forge Trust uses Scholar Pac to store all information on the Single Central Record.

KCSIE 2024

Multi Academy Trusts (MATs)

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.

Schools and colleges must maintain a single central record of pre-appointment checks, referred to as "the register" and more commonly known as "the single central record".

The single central record must cover the following people:

- for schools, all staff, including teacher trainees on salaried routes, agency and third-party supply staff, even if they work for one day
- 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.

The minimum information that must be recorded in respect of staff members (including teacher trainees on salaried routes) is set out below.

For agency and third-party supply staff, schools and colleges must include 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 and whether details of any enhanced DBS certificate have been provided in respect of the member of staff.

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 can be found on the GOV.UK website)
- 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
- a check of professional qualifications, where required, and,
- a check to establish the person's right to work in the United Kingdom.
- independent schools (including academies and free schools) must record details of the section 128 checks undertaken for those in management positions.

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

Schools and colleges are free to record any other information they deem relevant.

For example:

- whether relevant staff have been informed of their duty to disclose relevant information under the childcare disqualification arrangements
- checks made on volunteers
- checks made on governors
- dates on which safeguarding and safer recruitment training was undertaken, and
- the name of the person who carried out each check

Retention of documents

Copies of documents used to verify the successful candidate's identity, right to work and required qualifications should be kept on their personnel file.

Copies of DBS certificates and records of criminal information disclosed by the candidate are covered by UK GDPR/DPA 2018 Article 10.

To help schools and colleges comply with the requirements of the Data Protection Act 2018, 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. When the information is destroyed a school or college may keep a record of the fact that vetting was carried out, the result and the recruitment decision taken if they choose to.

Schools and colleges do not have to keep copies of DBS certificates, in order to fulfil the duty of maintaining the single central record. Further information on handling DBS information can be found on GOV.UK.

Renewing DBS

Academies should renew DBS checks for existing staff every three years. Information about the original checks in your single central record (SCR), must **NOT** be overwritten.

This is because the SCR must have a record of **pre**-employment checks, and the academy must be able to show that these checks were carried out for the whole period that the staff member was at the academy.

OFTSED - The single central record

When OFTSED review the SCR, they will check against the minimum recording requirements as set out in paragraphs 268 to 272 of KCSIE.