



**Dartmoor**  
MULTI ACADEMY TRUST

## SINGLE CENTRAL RECORD

May, 2019



[www.dartmoormat.org.uk](http://www.dartmoormat.org.uk)

# The Single Central Record

The single central record (SCR) is a key safeguarding document and must be maintained, reviewed and audited on a regular basis. Schools and colleges must keep a single central record as the register of recruitment and it should be used to log all safer recruitment checks, including details of DBS checks.

It will probably be one of the first documents that an Ofsted inspection will ask to see.

# Single Central Record

- MAT's now don't need a separate SCR for each school, but SCR needs to be accessible at each site.

*(This may be a technological challenge. It is likely therefore that individual schools will continue to look after their own SCR.)*

## Changes to Disqualification by Association 2018

- Disqualification by Association now only applies in domestic settings, not schools.
- Disqualification under the Child Care Act still applies to staff themselves who work in a child care capacity, whether paid, volunteer or are on work placements.
- Relevant staff are those working in child care, or in a management role because they are: working with reception age children at any time; or working with children older than reception until age eight, outside school hours.
- From 1st September 2018, schools will no longer have to ask all staff questions about cautions or convictions of someone living or working in their household.



# Single Central Record - Tabs


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School Employees | Volunteers&Governors | Contractors | Agency & DCC employees | Training | Best Practice Train ... (+) ⋮ ◀



# Employees

1	Template version: November 2018						
2		<b>Identity</b>					<b>Position Held</b>
3	<b>Mandatory</b>	<b>Mandatory</b>	<b>Mandatory</b>	<b>Mandatory</b>	<b>Mandatory</b>	<b>Mandatory</b>	
4	<b>Name</b>	<b>Address</b>	<b>DOB</b>	<b>Date Address ID Seen</b>	<b>Date Photo ID seen</b>	<b>Date Started with School</b>	<b>Job Title</b>
5							
6							
7							



# Employees

Qualifications and Registration				
Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
Teaching Qualifications Required (Yes / No)	If Required, Teaching Qualifications Evidenced	If Required, Date Teaching Qualifications Seen	If required, Date Teacher Sanctions and Prohibition check made	If Required, Date QTS checked
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



# Employees

	Vetting Checks				
Mandatory	Mandatory if required	Mandatory	Mandatory	Good Practice	Good Practice
If Required, Date QTS checked	Disqualification under the Childcare Act 2006 (updated 2018)	Date DBS Evidenced and Checked	Date of Barred List Check	DBS Disclosure Number	Date DBS Update Service Check



# Employees

Right to work in the UK				
Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
EEA national Yes/No	Right to work in the UK - evidence and date	Date work permit obtained	If Required, Date Visa or Work Permit Expires (Earliest Date)	Additional checks for staff coming from or who have worked abroad - evidence and date





# Employees

<b>Medical</b>	<b>s128 Check</b>	<b>References</b>		
<b>Policy</b>	<b>Mandatory</b>	<b>Policy</b>	<b>Policy</b>	<b>Mandatory</b>
<b>Date Medical Clearance Received</b>	<b>If Required, Date of Check</b>	<b>Date Satisfactory Reference One Completed</b>	<b>Date Satisfactory Reference Two Completed</b>	<b>Evidence Checked By</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



# Employees

	Vetting Checks				s128 Check	References		
Mandatory	Mandatory if required	Mandatory	Mandatory	Good Practice	Mandatory	Policy	Policy	Mandatory
Name	Disqualification under the Childcare Act 2006 (updated 2018)	Date DBS Evidenced and Checked	Date of Barred List Check	DBS Disclosure Number	If Required, Date of Check	Date Satisfactory Reference One Completed	Date Satisfactory Reference Two Completed	Evidence Checked By



# Contractors

Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
Name of worker	Name of Company	Company Address	Latest Date Safeguarding Policies Evidenced	Person Safeguarding Policies checked by	Date ID seen	ID checked by



# Agency and DCC Employees

Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
Name <input data-bbox="479 762 522 825" type="text"/>	Organisation Name and Address <input data-bbox="1225 762 1268 825" type="text"/>	Date School Informed All Necessary Checks Completed <input data-bbox="1740 762 1783 825" type="text"/>	Date ID Seen <input data-bbox="2051 762 2094 825" type="text"/>	Checked By <input data-bbox="2489 762 2532 825" type="text"/>



# Safeguarding

		Training Record					Statutory Safeguarding documents			
Name	Position held in the school	Type of training (eg L2 CP, L3 CP, CSE)	Training provider (eg Babcock, DCFP)	Date of training	Date training to be refreshed or repeated if applicable	Certificate on file Yes or No	KCSiE Part 1	School Safeguarding Policy	Code of Conduct	Whistle-blowing



# Section 128 checks

**S128 prohibition** checks should be completed for all Academies, Free and Independent schools (more specific than previously where it stated in a management position):

- Governors/Trustees
- Head teachers
- Senior Leadership Team
- Departmental heads

## How do I check for a Section 128 direction?

There are two methods:

1. As part of an enhanced DBS check; or
2. Separately using the NCTL Teacher Services secure access

The s128 check should be recorded on your SCR.

\*\*Will appear on DBS checks if they have been prohibited from management of schools.

<https://www.gov.uk/guidance/teacher-status-checks-information-for-employers>

