

SINGLE CENTRAL RECORD

May, 2019



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.

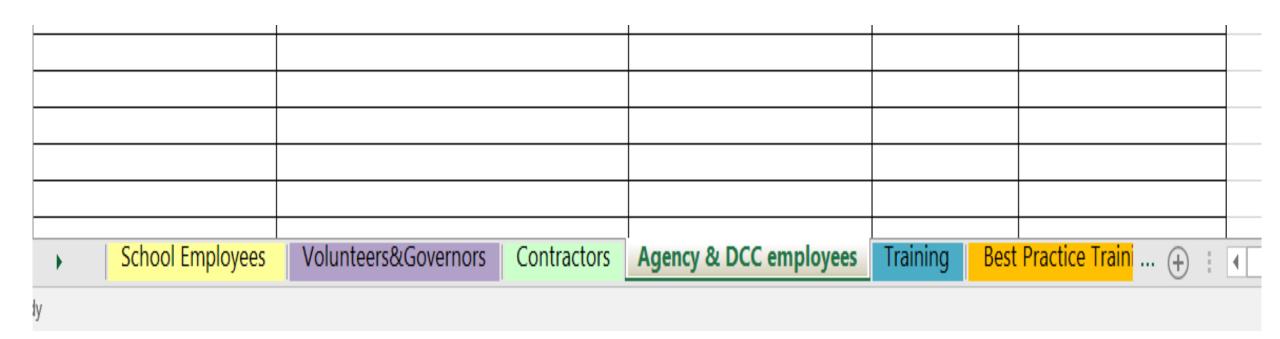
(This may be a technological challenge. It is likely therefore that individual schools will continue to look after their own SCR.)

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





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



Qualifications and Registration									
Mandatory	Mandatory Mandatory Mandatory Manda								
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					
▼	▼	▼	▼	▼					



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		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					
]	▼	▼	▼	▼	V	▼					
1											
1											



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					



Medical	s128 Check	Refer			
Policy	Mandatory	Policy	Policy	Mandatory	
Date Medical Clearance Received	If Required, Date of Check	Date Satisfactory Reference One Completed	Date Satisfactory Reference Two Completed	Evidence Checked By	
▼	▼	▼	▼	▼	
	Policy Date Medical Clearance Received	Policy Mandatory Date Medical Clearance Received Mandatory If Required, Date of Check	Policy Mandatory Policy Date Medical Clearance Received If Required, Date Satisfactory Reference One Completed	Policy Mandatory Policy Policy Date Medical Clearance Received Of Check Completed Policy Policy Date Satisfactory Reference One Completed Completed	



	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

Mandaton
Mandatory
ID checked by



Agency and DCC Employees

Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
Name	Organisation Name and Address	Date School Informed All Necessary Checks	Date ID Seen	Checked By
<u> </u>		Completed	M	<u>M</u>



Safeguarding

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			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 tan 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

