



# **Single Central Record Policy**

**Updated: March 2023**

**Approved by Executive Leadership Team**

**Review Date: March 2026**

## **SCR: DFE Guidance**

A single central record (SCR) is a legal requirement in the recruitment and vetting process for all schools, including independent schools. (a requirement that has been in place since 2007).

The statutory guidance on 'Keeping Children Safe in Education' (normally updated annually), Part three, gives guidance on safer recruitment in education and the requirements for a SCR. The Trust will always follow guidance from the most recent version of KCSiE.

EHLT single central records are stored in accordance with Data Protection Policy on a password protected database, accessed by named members of staff.

The SCR shows whether the following checks have taken place (including the date on which each check was completed, the relevant certificate obtained and who carried out each check) Third party organisational details are also added to the SCR (where appropriate), and a note made of which agency has carried out the checks.

- Name of the person carrying out the checks on.
- Identity checks
- Information regarding post.
- Section 128 checks (where appropriate)
- Qualification checks for any qualifications legally required for the job.
- Checks on individual's right to work in the United Kingdom
- DBS Checks
- Children's Barred list
- Overseas records checks where appropriate
- Prohibition status – The school staffing (England) (Amendment) Regulations 2013 require

Schools to carry out pre-employment check to ensure that individuals are not subject to a 'prohibition order' or 'interim prohibition order' that prevents them from teaching. This amendment applies in relation to:

- Each member of teaching staff appointed on or after 1<sup>st</sup> April 2014
- Any teacher supplied by an external agency on or after 1<sup>st</sup> April 2014
- Since January 2007, the SCR has been in place for all staff and other relevant individuals appointed or chosen on or after that date. The SCR of all schools within EHLT also includes employees appointed prior to this date.

## **128 check**

School complete a Section 128 check of the Education and skills Act 2008, on all Members, Trustees, Local Governors and those staff with responsibility for school finance (Mandatory checks effective from 2015). This check is undertaken via the Teacher services website.

### **The SCR includes details of:**

- All staff who are employed to work at the schools in the Trust.
- All Trainee teachers on salaried routes.
- All staff who are employed as supply staff to the schools, whether they are employed directly by the school or local authority (LA) or through an agency.
- All staff employed by the LA who work in the kitchen or as cleaners. (including agency staff)
- All Governors and Trustees
- All other individuals who have been chosen by the school to work in regular contact with children. This includes volunteers and people brought into the school to provide additional teaching instruction / care for pupils, but who are not members of staff.
- All other individuals who may have regular visits to school. Contractors who visit the school frequently or intensively (frequent defined as once a week or more often, intensively defined as four or more times in a month or overnight)

### **Retaining Staff details:**

The information and record management society (IRMS) has published a records management Toolkit for schools which looks at how long staff details should be retained by schools. This guidance is not specifically related to the SCR but its guidance is followed by EHLT.

Personnel files are kept for six years after the termination of employment and then disposed of securely.

The SCR is checked on a regular basis by the schools Headteacher, Designated Safeguarding Lead, Trustees and Link Governor.