Single Central Record (SCR) of Recruitment and Vetting June 2013

Introduction

Schools and colleges **must** keep a single central record. The record must cover the following people:

* all staff (including supply staff) who work in the school; in colleges, this means those providing education to children
* all others who work in regular contact with children in the school or college, including volunteers

for independent schools, including academies and free schools, all members of the proprietorial body.

It is the school’s responsibility to ensure that all the staff they employ in specified early or later years childcare have had the appropriate checks. This includes ensuring that staff working in early and later years settings are suitable to do so. The DfE issued advice for schools in October 2014, in relation to the ‘disqualification by association’ of teachers and other school staff working in early or later years provision, or those who are directly concerned with the management of such provision. A person is automatically disqualified if they live in the same household as another person who is disqualified or in a household where a disqualified person is employed.

The Single Central Record (SCR) may be viewed or run as a report with the core data held on an Excel Database.

It holds data on all of the checks that we carry out as part of our safeguarding requirements, for example CRB checks (now called DBS) .

It also has information regarding health checks, references, identity, right to work in the UK and where appropriate, qualifications.

Copies of original documents are kept and held on personal file.

This information is kept on all staff employed by The Tutorial Foundation..

Policy Sign off and review

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| --- | --- | --- |
|  | By whom | Date |
| Policy signed off by | Julia Low | 10.11.16 |
| Reviewed by | Tim Low | 11.02.19 |
| Next Review By | Julia Low | 11.02.20 |

# Appendix. The single central record

Generally, the information to be recorded by schools on individuals is whether or not the following checks have been carried out or certificates obtained, and the date on which the checks were completed:

* an identity check
* a barred list check
* an enhanced DBS check
* a prohibition from teaching check
* further checks on people living or working outside the United Kingdom (UK)
* a check of professional qualifications

a check to establish the person’s right to work in the UK.

Details of the records that must be kept are contained:

* for maintained schools, in Schedule 2 to the School Staffing (England) Regulations 2009[[1]](#footnote-1) and the School Staffing (England) Amendment Regulations 2013 for pupil referral units through the Education (Pupil Referral Units) (Application of Enactment) (England) Regulations 2007
* for independent schools, (including academies and free schools and alternative provision academies and free schools), under the Education (Independent School Standards) Regulations 2014.[[2]](#footnote-2)

for colleges, in the Further Education (Providers of Education) (England) regulations 2006.[[3]](#footnote-3)

If a school or college has concerns about an existing staff member’s suitability to work with children, it should carry out all relevant checks as if the person were a new member of staff. Similarly, if a person working at the school or college moves from a post that was not regulated activity into work which is regulated activity, the relevant checks for the regulated activity must be carried out. Apart from these circumstances, the school or college is not required to request a DBS check or barred list check.

The only requirement for those appointed before March 2002 is that they must have been List 99 checked. DBS checks became mandatory for the entire maintained schools’ workforce from 12 May 2006 (September 2003 for independent schools, including academies).

1. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)
3. [↑](#footnote-ref-3)