



Guidance for Schools and Colleges on Single Central Record (SCR)

Single Central Record (SCR)

All Schools and colleges must maintain a single central record of pre-appointment checks, as referred to in Keeping Children Safe In Education 2020. The single central record must cover the following people:

- All staff, including teacher trainees on salaried routes agency and third-party supply staff who work at the school.
- In colleges, this means those providing education to children.
- For independent schools, all members of the proprietor body.
- For academies and free schools, this means the members and trustees of the academy trust.

The bullet points below set out the minimum information that must be recorded in respect of staff members, members of governing bodies/trustees etc, regular volunteers (including teacher trainees on salaried routes). 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/certificate obtained:

- Name of person
- Address
- Date of Birth
- Evidence of ID (inc photograph)
- Barred List Check (only if in Regulated Activity) and Date Received
- A DBS check/certificate; including the level of the DBS check • Prohibition Check (Teachers/People with QTS) Date Checked
- Overseas Checks needed/undertaken. Type and Date.
- European Economic Area (EEA) teacher sanctions and restrictions checks
- Qualification(s) Required
- Qualification(s) Evidenced and Date Checked
- Right to Work in UK Date Checked
- S128 Prohibition Check for management positions in Independent schools (Free and Acad.) and for governing bodies

In addition:

Colleges must record whether the person's position involves 'relevant activity', i.e. regularly caring for, training, supervising or being solely in charge of persons aged under 18

For agency and third-party supply staff, schools and colleges must also 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, and the date that confirmation was received

and whether any enhanced DBS certificate check has been provided in respect of the member of staff.

Whilst there is no statutory duty to include on the single central record details of any other checks, schools and colleges are free to record any other information they deem relevant. For example, checks for childcare disqualification, and safeguarding and safer recruitment training dates. It is good practice for schools and colleges to record the name of the person who carried out each check.

The single central record can be kept in paper or electronic form.

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.

Schools and colleges do not have to keep copies of DBS certificates in order to fulfil the duty of maintaining the single central record. 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, it should not be retained for longer than six months. A copy of the other documents used to verify the successful candidate's identity, right to work and required qualifications should be kept for the personnel file

People to include on SCR

- Teachers
- Support Staff
- Admin Staff
- Premises Staff
- Governors/Proprietors/Trustees
- Volunteers
- Agency Staff (working in the school for a 'reasonable' length of time)
- Contractors
- Student teachers (if on the school's payroll)
- Additional instructors/coaches/etc

Checks to be completed

DBS:

As the majority of staff will be engaging in regulated activity, an enhanced DBS certificate which includes barred list information, will be required for most appointments.

In summary, a person will be considered to be engaging in regulated activity if, as a result of their work, they:

- Will be responsible, on a regular basis in a school or college, for teaching, training instructing, caring for or supervising children.
- Will carry out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children.
- Engage in intimate or personal care or overnight activity, even if this happens only once.

A more detailed description of regulated activity is provided on page 33 of Keeping Children Safe in Education 2020

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Prohibition Order Check:

Until very recently this was only for teachers who had qualified teacher status (QTS). This is no longer the case. The check should be done retrospectively, and cover staff who have been appointed since 1 April 2012. Although there is no requirement to retrospectively check teachers who commenced their current employment prior to that date it would still be good practice to do so.

<https://www.gov.uk/government/publications/teacher-misconduct-the-prohibition-ofteachers--3>

Secretary of State Section 128 Direction:

A section 128 direction prohibits or restricts a person from taking part in the management of an independent school, including academies and free schools. A person who is prohibited is unable to participate in any management of an independent school such as:

- A management position in an independent school, academy or free school as an employee;
- A trustee of an academy or free school trust; a governor or member of a proprietor body for an independent school; or
- A governor on any governing body in an independent school, academy or free school that retains or has been delegated any management responsibilities.

European Economic Area (EEA) Online Checks:

In addition to the Prohibition checks, a school will need to check whether a teacher who has trained or worked in the European Economic Area (EEA) has received any restrictions on their teaching.

<https://teacherservices.education.gov.uk/>

Overseas Checks:

Individuals who have lived or worked outside the UK must undergo the same checks as all other staff in schools or colleges. In addition, schools and colleges must make any further checks they think appropriate so that any relevant events that occurred outside the UK can be considered.

Overseas checks must be carried out for candidates who have lived or worked abroad for 3 or more months in the last 10 years.

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseasapplicants>

Checks for all prohibitions, sanctions and restrictions described above can be carried out by logging onto the Secure Access DfE Sign-in Portal via the Teacher Services' web page. <https://teacherservices.education.gov.uk/>

Please ensure that:

- There are no gaps. Enter 'Not applicable', or another relevant phrase.
- The SCR must be current. Archive onto a separate tab or delete people who have left.
- The SCR must include Enhanced Check/Barred List for people appointed after 2006.
- The SCR should record, what has been seen, when it was seen and by whom it was seen.