



SINGLE CENTRAL RECORD STATEMENT

It is a statutory requirement specified by the Department for Education (DfE) that all schools maintain a live document called the Single Central Record (SCR). All schools within The Four Cs MAT use a standard SCR template.

The School Inspection Handbook (November 2019) expects all schools to maintain a Single Central Record detailing checks and vetting carried out on all staff working with students. 'All staff' includes teachers, support staff, Trustees, Governors, supply staff, agency staff, peris and volunteers. Staff on site employed by external agencies are recorded on the SCR if working with students.

Only HR staff enter and collect the required information during the recruitment process. All details are kept securely in line with the The Data Protection Act 2018 (GDPR) and information will not be disclosed to external parties without staff consent.

Data held on the SCR are:

Category	Information Included
Identity for Staff	Name and address Date address and photo evidence seen Job role (Teacher/Support/Trustee/Governor/Volunteer/External) Job title Date of birth Start date and leave date DBS evidence used eg Passport, driving licence, date seen, processed by whom and position in College
	<u>Identity checks for Agency Staff</u> Written confirmation of completed check received from the agency Date received and seen by whom
	<u>Identity checks for Contractors</u> Name of contractor Identity of individual confirmed on arrival date Identity check completed and checked by whom
Professional Qualifications	Teacher Reference Number via QTS Certificate Date evidence seen and by whom Qualifications legally required for the job to be undertaken

Prohibition Check	Prohibition Check is completed for all Teaching Staff to ensure they have not been prohibited from teaching (DfE website).
European Economic Area Authority (EEA) Sanctions	When the EEA authority imposes a restriction on a person's ability to work as a teacher, this information is shared via the National College for Teaching and Learning via the DfE website.
Section 128 Check	Academies are required to check if any budget holders are barred from taking part in the management of an academy. This is checked by referring to the Section 128 list on line.
Barred List Check	Barred List Check completed Date completed
Enhanced Disclosure and Barring Service (DBS)	Enhanced DBS check completed Date of check and by whom Disclosure number recorded
	<u>DBS and Barred List check for Agency staff and contractors</u> Written confirmation received from agency of: <ul style="list-style-type: none"> • Enhanced DBS • Barred List Check • Certificate number • Date of check
Keeping Children Safe in Education (KCSIE)	This confirms that Part One of Keeping Children Safe in Education has been read.
Right to Work	Person's Right to Work to be confirmed Check via Government website wizard if needed Evidence recorded For permits – evidence required, date visa/permit expires, checked and recorded
Overseas Check	Also known as Certificate of Good Conduct. To be obtained where an employee (over the age of 18) has worked or resided abroad.
References	Two satisfactory references Dates received
Comments	This is a blank field to enable the HR Department to record any relevant notes.
Management of SCR	Overview by CEO Daily upkeep by HR Departments Termly Audits by the Governing Body