

Single Central Record Guidance

This guidance is recommended by The Good Shepherd Trust and is non-statutory (except where related to KCSiE). All references to 'the Trust', includes all Trust schools and subsidiary organisations.

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Review cycle:	Annual	Is this policy statutory?	No
Approval:	CEO	Author:	Head of HR
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Revision record

Minor revisions should be recorded here when the policy is amended in light of changes to legislation or to correct errors. Significant changes or at the point of review should be recorded below and approved at the level indicated above.

Revision No.	Date	Revised by	Approved date	Comments
1	01/09/2020	A Johnston	n/a	Updated to align with KCSiE 2020 throughout.
2	01/09/2021	A Johnston	n/a	Updated to align with KCSiE 2021 throughout.
3	28/08/2022	A Clark	n/a	Updated to align with KCSiE 2022 throughout.

I. Purpose

1.1 The Good Shepherd Trust (and all academies within the Trust), are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment and volunteer checks, including a Section 128 check for relevant persons.

This guidance should be read in conjunction with all related recruitment and safeguarding policies and guidance, in addition to [Keeping Children Safe in Education 2022](#) and [Working Together to Safeguard Children 2018](#).

1.2 A Single Central Record (SCR) is a single spreadsheet-style document that holds and records of a number of pre-employment checks for all staff, local committee members, Trustee Directors, supply teachers, students, visitors and volunteers and is completed by and held in each individual academy. The central HR team hold document for the Trust central team and distribute updates to schools as required. The record is a DfE requirement and will be checked by Ofsted during inspections, as part of their checks on safer recruitment in academies. It may also be checked by any Trustee Director or a Trust officer acting on the Trust Board's behalf, at any time and without notice. **It is a Trust expectation that the SCR (along with corresponding personnel files and training records) will be checked as a minimum by the Headteacher and nominated local committee safeguarding champion on a monthly basis and those checks recorded on the SCR.** *Note – The local committee safeguarding champion should be seeking assurance that the checks are taking place and that any outstanding issues are being actioned in a timely manner, not undertaking the physical checks themselves.*

1.3 For ease of use, it is suggested that the academy orders their SCR alphabetically by surname and job type. It is recommended that the academy use different tabs on the spreadsheet for different job roles, e.g. teaching staff, support staff, local committee members, central team, Trust Members and Directors, volunteers etc.

1.4 The Single Central Record is a 'live' document so if a member of staff informs the academy or the academy becomes aware of a change to any of the details held on the record, the new information needs to be inserted into the Single Central Record and the old data removed. Academies are advised to retain a copy of the previous data on the individual's personnel file as it may relate to pre-employment checks previously undertaken.

1.5 There must only be one copy of the record. Academies cannot keep an electronic and hard copy version. Academies should ensure they have a sufficient system which regularly backs up their data, so that this record cannot be 'lost'.

1.6 The SCR must not be kept in a 'general' area that staff have access to and must be password protected. More than one person should know the password but numbers should be kept to essential staff only e.g. School Business Manager and Headteacher. If a member of staff who knows the password leaves the Trust, the password to the SCR must be changed. It is good practice to change the password on a regular basis.

1.7 If there has been a positive DBS outcome for an employee, a risk assessment should be in place. The risk assessment must be reviewed on a regular basis with the employee. Further guidance can be sought from Trust HR and if applicable, the LADO.

1.8 If an academy has concerns about an existing staff member (or volunteers) suitability to work with children, the academy should carry out all relevant checks as if the person were a new member of staff. Similarly, if a person working at the academy moves from a post that was not regulated activity into work that is considered to be regulated activity, the relevant checks for that regulated activity must be carried out. Apart from these circumstances, the academy is not required to re-request a DBS check or barred list check, unless there has been a break in service or volunteering of 3 months or more. Please contact Trust HR for further support on this matter.

1.9 Under no circumstances should a volunteer, agency worker or contractor in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity within the academy.

1.10 Academies do not have the power to request DBS checks and barred list checks, or ask to see DBS certificates for visitors in unregulated activity e.g. children's relatives or other visitors attending a sports day.

2. Who must be included on the Single Central Record?

2.1 Each academy must have a record for the following people:

All staff who are directly employed to work at the academy site, including:

- casual workers
- those engaged by the academy to deliver extended services
- those engaged to work within academy-managed Childrens' Centres / Nurseries
- students on paid work experience/salaried routes, e.g. SCITT students
- apprentices
- all staff who are employed as supply staff to the academy, whether employed directly by the academy, Trust, or through an agency (see below for retention details). Please note that for supply teachers sourced through an agency, it is sufficient that the agency confirms in writing that they have carried out these checks, obtained the appropriate certificates, the date the confirmation was received including that a DBS check has been provided in respect of the member of staff and to state this on the SCR.
- Local committee members and Trustee Directors and Members
- Volunteers who volunteer on a regular basis (i.e. not one-off visitors)
- People brought into the academy to provide additional teaching or instruction, e.g. sports coach or artist, (including when the activity takes place on behalf of the academy but on another site e.g. a community centre or church hall).

2.2 You do not need to include the following categories of people on the record, although may wish to do so as a matter of good practice.

This is because the relevant details will be kept by their organisations. You must, however, ensure that you have confirmation in writing from the supplying organisation that all the pre-appropriate checks have been carried out on the individual if they are to be working with children unsupervised or within regulated activity.

- Contractors (building, maintenance, catering staff, etc.)
- Students who are not employees i.e. who are not paid
- Diocesan Officers or Local Authority-employed individuals, e.g. centrally employed music staff, youth workers, Education Psychologists, etc.
- Staff/volunteers working for voluntary, community and not-for-profit organisations.

2.3 Leavers

Please note that you should not retain details on the record of those staff or volunteers who have left your academy. Once someone leaves, you should remove his or her details from the record. New checks would be required for anyone who returned to paid or voluntary service with the Trust after a 3-month break. Their individual pre-employment new staff member checklist in their personnel file should contain all the information that was also recorded on the single central record, so you should not lose any important information by removing their details from the record. Personnel files should be retained in accordance with the Retention Policy unless there are safeguarding concerns. Please seek further guidance from the Trust Data Protection Officer on this matter as required.

For supply teachers, the DfE recommend that their details be retained on the Single Central Record until at least the end of the academic year in which they were employed (although there is no requirement to do so and as the SCR is a live document, their details may be removed when they have left the academy). The Trust recommends that confirmation letters/forms from the agency (where obtained) regarding the individual's pre-employment checks are retained by the academy until the end of the academic year in which the supply teacher was employed. It is also recommended that schools retain evidence that supply teachers have received and read a copy of the Trust's Allegations of Abuse Against Adults Policy (including the management of low-level concerns)

3. Guidance for completing your Single Central Record (SCR)

Identity

Identity checks will include a check of an individual's name, current address and date of birth.

Do I need to complete this field for all staff and volunteers?

Yes. It is vital that academies are certain that the person they intend to employ or engage is the person that they claim to be and the academy must see sufficient original evidence to satisfy themselves of this. However, you no longer need to place address and date of birth information, on the single central record.

What evidence should I see?

Photographic identification that includes a date of birth (such as a passport or photographic driving licence etc) is the most suitable form of identification. Evidence of address is also an important part of identity checking; and, again, photographic identity, i.e. driving licence, is ideal, but utility bills or bank statements (within the last 3 months) are also acceptable documents. A copy of identity evidence should be kept in the individual's personnel file.

You should see a minimum of three different original documents to verify different elements on the record. If you remain concerned about the data protection element of recording on the SCR, you can freeze panes/hide columns. However, it is legitimate that information is retained for safeguarding purposes. E.g. If an local committee member doesn't attend for a planned meeting and cannot be reached by phone or in the case of making a referral to the LADO/DBS or TRA.

How to complete this on the Single Central Record:

	Identity
Information	Enter the individual's full name
Evidence	Enter what evidence you have seen to verify this, e.g. passport
Ev. seen date	Enter the date the evidence was witnessed
Ev. seen by	Enter the name of the person who witnessed the evidence

Qualifications

Academies must verify that a potential employee has achieved all the necessary relevant professional qualifications that they claim in their application.

Do I need to complete this field for all staff and volunteers?

This field is not necessarily required for all groups of staff and volunteers. You need only complete the Qualifications field if the professional qualification is required for their job role, e.g. qualified teachers, HLTA etc. If you are not completing this field, please write 'n/a' to show it has not been overlooked. If the individual is exempt from holding a required qualification (e.g. unqualified teacher or QTLS-holder) indicate this here. Evidence of qualifications must be kept in an individual's personnel files.

What evidence should I see?

Evidence of QTS will be the following:

- confirmation via the [DfE Sign-In](#) service that they are qualified. This is the most accurate and secure way to establish this. Print this and keep it as evidence in the individual's personnel file.
- an original (or certified copy of) QTS certificate. If an employer is in any doubt about the authenticity of a qualification, they can check by contacting the relevant awarding institution. Original certificates should be photocopied and kept in the individual's personnel file.

Evidence of other qualifications will be from seeing original certificates (not photocopies). If there is any doubt about authenticity, this can be checked by contacting the relevant awarding institution and via the DfE Sign-In portal (for Teachers)

How to complete this on the Single Central Record:

	Qualifications
Information	Enter the type of qualification, e.g. QTS.
Evidence	Enter what evidence you have seen to verify this.
Ev. seen date	Enter the date the evidence was witnessed
Ev. seen by	Enter the name of the person who witnessed the evidence

Prohibition from Teaching

The Teacher Regulation Agency (TRA) holds a list of all those teachers who have been prohibited from teaching.

Academies must check with the TRA via the [DfE Sign-In](#) service before employing someone who will be undertaking 'teaching work' (P154 KCSIE), to ensure that the individual is not prohibited from teaching. You should print evidence of this and retain it in the individual's personnel file. Academies must also use this service to 'claim' current and new teachers and to 'disown' teachers once they have left the establishment.

Academies should also undertake this check for those who have trained or worked in a teaching role previously. This information should be provided on an application form.

The requirement to include the Prohibition from teaching check on the SCR came into force in April 2014. There is no requirement for you to retrospectively complete this on the SCR, however the Trust recommend that you undertake to do this. You must complete this column for all new appointments from April 2014 onwards. If you do not have the original check information for your teachers on file, and therefore have no evidence that your current teaching staff have been checked against the teaching prohibition database, you should make these checks now using DfE Sign In and complete the details on your SCR using the date on which you made this current check.

Do I need to complete this field for all staff and volunteers?

This field is only required for those who could be deemed as undertaking 'teaching work' or who have trained/worked as a teacher previously. For all other staff and volunteers you should insert 'n/a' in this field.

What evidence should I see?

On the [DfE Sign-In](#) you will need to input information about the individual you are checking and print off the relevant page to be retained on file – you will need the applicants DOB and DfE number if they are a registered teacher, For checks where the person could be undertaking teaching work but does not have a DfE number, search the record manually.

How to complete this on the Single Central Record:

	Prohibition from Teaching Clear / Restriction in place
Information	<p>If the individual is not on the TRA prohibited list, enter 'Clear'.</p> <p>If the individual is on the TRA prohibited list and has a restriction in place, the academy must undertake a risk assessment and seek advice from Trust HR and potentially the LADO, before deciding whether or not to proceed with the appointment.</p>
Evidence	Enter what evidence you have seen to verify this i.e. TRA database
Ev. seen date	Enter the date the evidence was witnessed
Ev. seen by	Enter the name of the person who witnessed the evidence

Prohibition from management in independent schools, including academies and free schools (Section 128 Barring Direction)

Do I need to complete this field for all staff and volunteers?

As an academy, Section 128 checks must be recorded on your Single Central Record. However, this field is only required for individuals engaged in a 'management role' in our academies This includes the Headteacher/Principal, Deputy/Assistant Headteacher, Business Manager/Leader, Trustee Members and Directors and local committee members. For all other staff and volunteers you should insert 'N/A' in this field.

What evidence should I see?

A check for a Section 128 Direction can be carried out in two different ways: using the TRA's [DfE Sign-In](#) system or where an Enhanced DBS certificate has been obtained, and this included a check of the Children's Barred List, the certificate will also detail whether the individual is subject to a Section 128 Direction.

How to complete this on the Single Central Record:

	Prohibition from management in independent schools, including academies and free schools
Information	<p>If the individual is not subject to a Section 128 Direction enter 'Section 128 restrictions check: 'Clear'</p> <p>If the individual is subject to a Section 128 Direction, seek advice from Trust HR before deciding whether you are able to proceed with the appointment.</p>
Evidence	<p>Enter what evidence you have seen to verify this (e.g. TRA DfE Sign-In system or Enhanced DBS certificate with Barred List check). You may print this page as evidence but MUST redact the information of any persons listed who are not the individual that you are searching for. You can write the person's name, write 'Clear', sign and date and add to the individuals personnel file. This is not a requirement.</p>
Ev. seen date	<p>Enter the date on which the check was completed and the evidence was witnessed</p>
Ev. seen by	<p>Enter the name of the person who completed the check and witnessed the evidence</p>

Regulated Activity, Criminal History (DBS) and Children's Barred List checks.

There are two checks, which, if an employee or volunteer meets eligibility criteria, the academy must conduct:

1. a criminal history check – undertaken through the Disclosure and Barring Service (Enhanced DBS).
2. a check of the Children's Barred List (CBL).

Until September 2012, if an employee or volunteer required a DBS check, it is likely an academy will have also undertaken a check of the Children's Barred List (CBL) at the same time. However from September 2012, the eligibility criteria for conducting a CBL check changed.

For eligibility information see Part 3 of [KCSiE 2022](#).

DBS Filtering Rule

From 28 November 2020, the filtering rules for Standard and Enhanced DBS checks changed. These changes are the result of a Supreme Court Judgment which identified that some elements of the existing filtering rules were disproportionate. Legislation has been

changed, and from 28 November 2020, DBS certificates will disclose criminal records according to this new legislation.

This means that the Disclosure and Barring Service (DBS) will no longer disclose youth reprimands, youth warnings, or youth cautions. They will also no longer automatically disclose all convictions where an individual has more than one conviction – instead, each individual conviction will be assessed against the appropriate rules.

Further information can be found [here](#). A risk assessment may be required for some employees. [This flowchart](#) helps to explain what candidates should disclose.

Do I need to complete these fields for all staff and volunteers?

Yes. You need to show that you have assessed for what checks a person is eligible and to record how these have been requested. If a person is not eligible, put “N/A” to show that the assessment has been made and not forgotten.

What evidence should I see?

Regulated Activity: Is Children’s Barred List (CBL) check allowed?

There is no evidence you will see for this; this is your assessment about whether the person is in regulated activity or not. If they are, you need to record “yes”, if they are not, you need to record “no”. Where the person is not in regulated activity, you should record on the personnel file your assessment of why that is your assessment. This must be kept under review to ensure if the person’s role changes, the assessment is re-visited. For further detail, please see [KCSiE 2022](#).

DBS (Enhanced) – indicate whether with or without CBL check requested

An enhanced check must be undertaken. You must see the individual's original DBS certificate. The academy should not keep a copy of the DBS certificate in order to fulfil the duty of maintaining the Single Central record but should retain the certificate number and date of the check on the SCR in the evidence row and on the individual’s pre-employment checklist within their personnel file.

Standalone CBL check – yes or no

If you have carried out a separate check of the Children's Barred List you will have received an email confirmation of clearance from DBS. If the check was not cleared, the Headteacher should have received a phone call to discuss the situation.

How to complete this on the Single Central Record:

	Regulated Activity: Is Children's Barred List (CBL) check allowed? Yes / No	DBS (Enh) - indicate whether with or without CBL check requested	Standalone CBL check - yes or no
Information	Enter yes or no	<p>Enter with or without CBL. Enter details of how you have been notified that a DBS/CBL clearance has been received</p> <p>Enter the disclosure certificate number. If this is still pending, enter 'Pending' and the date the DBS application form was sent, and ensure you have done a Regulated Activity check to determine whether a Children's Barred List check should be done before the individual starts work with children.</p>	Enter 'email received from DBS Support Team' or similar to show that a clearance email has been received
Evidence	<p>If yes, shade box</p> <p>If no, enter confirmation that Risk Assessment has been undertaken by the Headteacher and filed</p>	<p>You must ask the applicant to see their original DBS certificate –</p> <p>Enter the Date of Issue that is shown on the applicant's disclosure certificate and certificate number.</p> <p>Enter the date of the clearance evidence (this may be just DBS clearance or DBS and CBL clearance) and specify which it is. You may have clearance</p>	Enter the date the email from DBS Support Team was received

	Regulated Activity: Is Children's Barred List (CBL) check allowed? Yes / No	DBS (Enh) - indicate whether with or without CBL check requested	Standalone CBL check - yes or no
		evidence from the DBS Support Team as well as from the DBS certificate.	
Ev. seen date	If yes, shade box If no, enter date Risk Assessment seen	Enter the date the original certificate and any other evidence was seen	Enter the date the email from DBS Support Team was witnessed (may not always be the same date as above)
Ev. seen by	If yes, shade box If no, enter name of person who witnessed the Risk Assessment	Enter the name of the person who witnessed the original certificate and any other evidence	Enter the name of the person who witnessed the email

Right to Work in the UK

It is a criminal offence to employ a person who does not have the right to work in the UK. You can check if someone has a right to work in the UK [here](#) and find out more about employing people from [overseas](#).

Do I need to complete this field for all staff and volunteers?

For all paid staff.

What evidence should I see?

To check what documents are acceptable, please see the [Right to Work](#) guidance. A copy of the evidence seen should be retained in the individual's personnel file.

How to complete this on the Single Central Record:

	Right to Work
Information	Enter the individual's country of origin, e.g. UK, Australia, France

	Right to Work
Evidence	Enter what evidence you have seen to verify their right to work in the UK, e.g. passport, ID card, etc.
Ev. seen date	Enter the date the evidence was witnessed
Ev. seen by	Enter the name of the person who witnessed the evidence

Lived Abroad

Where individuals have resided abroad, a DBS Disclosure alone will not provide a full picture of their criminal history as the DBS cannot check records outside of the UK. In order to assess the suitability of applicants who have lived or worked abroad the academy should:

- obtain confirmation of an individual's [overseas](#) criminal history. Please see the [link](#) for more information on who academies should seek criminal history for, who is exempt, and how to go about obtaining [overseas](#) history .
- undertake further checks so that any relevant events that occurred outside the UK can be considered (See 'What evidence should I see' below)

Do I need to complete this field for all staff and volunteers?

This field is **not** necessarily required for all groups of staff and volunteers. You need only record details in the 'Lived Abroad?' field if the individual has lived or worked abroad for six months or more in the last five years. If the individual has never resided abroad, please write 'No' in the 'Lived Abroad?' field to show it has not been overlooked.

What evidence should I see?

If a Certificate of Good Conduct (or similarly named document) is obtained, note this on the SCR as per the table below. If you have risk assessed the situation because you cannot obtain [overseas](#) criminal history, you must note the rationale for this on a risk assessment in their personnel file and make reference to this on the SCR e.g. 'See risk assessment in personnel file'. The risk assessment should be reviewed regularly with the individual and they should be provided with a copy. A template can be found on GVO.

To note that from January 2021, the TRA no longer update the EEA restrictions and sanctions list on DfE Sign In. Therefore the academy must make additional checks so that any relevant events that occurred outside the UK can be considered. These checks could include, where available:

- criminal records checks for overseas applicants – Home Office guidance can be found on GOV.UK; and for teaching positions

- obtaining a letter of professional standing from the professional regulating authority in the country in which the applicant has worked. Advice about which regulatory or professional bod applicants should contact is available from the National Recognition Information Centre for the United Kingdom, UK NARIC.

The academy must undertake a risk assessment and seek advice from Trust HR (and possibly the LADO), before deciding whether or not to proceed with the appointment.

How to complete this on the Single Central Record:

	Lived Abroad?
Information	Enter the country or countries that the individual has previously lived or instead enter 'No'
Evidence	Enter 'Certificate of Good Conduct for X country seen' or similar, to show that you have seen police records from that country or countries. Risk assessment etc.
Ev. seen date	Enter the date the evidence was witnessed
Ev. seen by	Enter the name of the person who witnessed the evidence

Recording Additional Information

Whilst there is no statutory duty to include on the single central record details of any other checks, academies are free to record any other information they deem relevant. For example, checks for childcare disqualification, that you have obtained two satisfactory references and safeguarding and safer recruitment training dates. Academies may also wish to record the name of the person who carried out each check and the date on which it was carried out.