



## SINGLE CENTRAL RECORD STATEMENT

Since January 2007 it has been a statutory requirement specified by the DfE that all schools, Sixth Form Colleges and Further Education Colleges maintain a live document called the Single Central Record (SCR).

The **School Inspection Handbook (August 2016) Item 38** says: *“Inspectors will request that the following information is available at the start of the inspection: ■ the single central record of the checks and vetting of all staff working with pupils”*

‘All staff’ includes teachers, support staff, supply staff, agency staff, peris and volunteers but not those covered by the Local Authority’s SCR.

Only personnel staff at each school in the MAT can enter and collect the required information during the recruitment process. All details are kept securely in line with the Data Protection Act 1998 and information will not be disclosed to external parties without staff consent.

Details held about staff can be seen in the table below:

Category	Information Included
Identity for Staff	Name and address Date address and photo evidence seen Job role (Teacher/ Support/ Governor/ 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

Enhanced DBS check	Enhanced DBS check completed Date of check and by whom Disclosure number recorded
	<u>DBS and Barred Check list for Agency staff or contractors</u> Written confirmation received from agency of: <ul style="list-style-type: none"> <li>• Enhanced DBS</li> <li>• Barred List Check</li> <li>• Certificate received from agency/ contractor</li> <li>• Date of check and by whom</li> </ul>
Barred List Check	Barred List Check completed Date completed and date certificate seen Date of check and who carried out the check
Prohibition Check	Prohibition Check completed for Teaching Staff and staff undertaking unsupervised /directed teaching work Date checked and by whom
Section 128 Check	Academies and free schools are required to check if any Governors and certain employees (Senior Management Team) are barred from taking part in the management of an academy or free school. If required the date checked will be recorded in the SCR.
Professional Qualifications	Teacher Reference Number via QTS Certificate Date evidence seen and by whom Qualifications legally required for the job to be undertaken
General Teaching Council (added where appropriate)	Whether registered with GTC Clearance date and checked by whom. GTC no longer relevant from 01/04/2012
Right to Work	Person's Right to Work to be confirmed Check via Government website wizard Evidence recorded For permits – evidence required, date visa/permit expires, checked by whom to be recorded
Overseas Check	Also known as Certificate of Good Conduct. To be obtained where an employee has worked or resided abroad.
European Economic Area Authority Sanctions	From 18 January 2016 where any European Economic Area (EEA) authority that is responsible for regulating the teaching profession imposes a restriction on a person's ability to work as a teacher, this information must be shared with all other EEA teacher regulators. Checked via the National College for Teaching and Learning (NCTL) website.
References	Two satisfactory references Dates received Checked by whom
Disqualification by Association	The Childcare (disqualification) regulations 2009 Form to be completed before employment starts Date completed and seen by whom
Medical Clearance	Fitness to work check completed Date clearance received Checked by whom
Management of SCR	HR Department Termly Audit by Governing Body

Comments	For notes and to address queries such as awaiting DBS results and to keep a record of exceptional cases when a safer recruitment employment risk assessment is completed.
Child Protection	This is to included when staff have completed the Child Protection, Prevent and Keeping Children Safe In Education training and refreshers