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# Single Central Record Policy

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April 2021



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## Statement of intent

At The Tower Trust, we are committed to promoting the safety and wellbeing of our staff, pupils and visitors. Ensuring the safety of our school community is of paramount importance and, as a result, this policy has been created to establish a more comprehensive safer recruitment procedure so that pupils feel safe at school. An SCR is required as part of this process as it provides schools with a record of all pre-employment checks, ensuring staff are safe to work in the school.

To ensure the school is recruiting suitable individuals for a role, employment checks will be carried out by the Trust board and the school, in line with the Trust's Recruitment and Selection Policy. The checks will include identity checks, right to work in the UK checks, varying levels of DBS checks (depending on the role).

From 1 January 2021 professional regulators in the EEA (EU, Iceland, Liechtenstein and Norway) will no longer share information about sanctions imposed on EEA teachers with the Teaching Regulation Agency (TRA) via the IMI (Internal Market Information) system. Instead, teachers will be asked to provide a letter of professional standing.

This policy outlines the school's procedure for maintaining an up-to-date SCR in line with government statutory requirements and guidance.



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## 1. Legal framework

1.1. This policy has due regard to legislation, including, but not limited to the following:

- Data Protection Act 2018
- The General Data Protection Regulation (GDPR)
- Freedom of Information Act 2000
- Education Act 2002
- The School Staffing (England) Regulations 2009
- The School Staffing (England) (Amendment) Regulations 2014
- The Education (Pupil Referral Units) (Application of Enactments) (England) Regulations 2007
- The Education (Independent School Standards) Regulations 2014

1.2. This policy has been created with due regard to the following DfE guidance:

- DfE (2020) 'Keeping children safe in education'
- ESFA (2020) 'Academy Trust chair suitability checks: guidance for applicants'

## 2. Roles and responsibilities

2.1. The Trust board is responsible for:

- Ensuring all prospective members of staff and all employed members of staff have the required level of DBS checks.
- Deciding whether any prospective member of staff who holds a criminal conviction is suitable to work within the school.
- Ensuring the identity of all existing and prospective staff.
- Applying for an enhanced DBS check for any trustees who do not already have one, including a barred list check if, in addition to their governance duties, a trustee also engages in regulated activity.
- Ensuring DBS checks are carried out on all members of the academy Trust, individual trustees, and the chair of the board of trustees.
- Ensuring a suitability check is carried out on any new chairs of trustees.

2.2. The school is responsible for:

- Maintaining an up-to-date SCR by updating it upon employment of any member of staff, as well as recording the identity and background checks made for other visiting staff to school.
- Ensuring any cover teachers, volunteers, contractors and/or any other visiting party to school hold the relevant level of security check, including a DBS check.
- Analysing whether any members of staff or returning volunteers, contractors or any other visiting party require an updated DBS check.
- Ensuring the school obtains legible copies of documentation used to prove workers' right to work in the UK, e.g. a copy of a passport.
- Ensuring that documentation evidencing workers' right to work in the UK is up-to-date, especially if visas have an expiry date on them.



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- Informing the Trust of any decisions made regarding DBS and other security checks.
  - Ensuring that the data stored in the SCR is stored safely.
  - Acting in accordance with this policy.
- 2.3. The school staff are responsible for:
- Providing accurate and up-to-date information required for the SCR so that they can continue their employment at school.
  - Informing the school of any changes in personal data or additions that need to be made to the SCR.
- 2.4. Volunteers, contractors and other visiting parties are responsible for:
- Providing accurate and up-to-date information required for the SCR, so that they can continue their employment at school.
  - Informing the school of any changes in personal data or additions that need to be made to the SCR.

### 3. Contents of an SCR

- 3.1. The SCR will detail checks for any member of staff who will likely come in to contact with a pupil. This includes the following:
- All staff, including teacher trainees on salaried routes
  - All members of the governing board
  - Agency and third-party supply staff
  - All members and trustees
  - Any other individual likely to work in close proximity to the school's pupils
- 3.2. When employing **agency staff** from a third-party organisation, the school will obtain written notification that the organisation has carried out all of the relevant checks and obtained the appropriate certificates. This declaration will be included in the SCR along with the date that confirmation was received and whether any enhanced DBS certificate check has been provided in respect of the member of staff.
- 3.3. The school must ensure that the individual who presents themselves on their first day of employment is the subject of all pre-employment checks.
- 3.4. A copy of photographic identification will be obtained.
- 3.5. School records will include the following:
- An identity check
  - A barred list check
  - An enhanced DBS check
  - A teacher prohibition check



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- Right to work in the UK check
  - Professional qualifications check
  - Overseas check (workers who have lived or worked outside the UK)
  - A section 128 check
- 3.6. The SCR will detail all checks carried out in each academy within the MAT. The information will be recorded in a way that allows for details for each academy to be provided separately, and without delay, to those entitled to inspect that information.
- 3.7. The SCR will also detail the following relevant checks:
- Childcare disqualification
  - Safeguarding training dates
  - Safer recruitment training dates

#### **4. Storage**

- 4.1. There will be only one copy of the SCR created on an online spreadsheet, which is password protected.
- 4.2. The school will keep a legible copy of staff's evidence for their right to work in the UK, e.g. a copy of their passport, in the SCR/HR file.
- 4.3. All other documentation, such as photocopied proof of qualifications, etc will be safely stored in a HR file.
- 4.4. All documentation will be stored in accordance with the school's Data Protection Policy.

SCR is highly sensitive data where only a named post holder will control access. Disclosing information to anyone other than the relevant people and for the appropriate purpose, may constitute a disciplinary offence.



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Policy Issued: April 2021

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Next Review: April 2022

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Approved by Chair of Trust: Daniel Scullion

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Approved by Chief Executive Officer: Susan Ward

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