

Single Central Record (SCR) Policy



Mission Statement

Newchurch will give every child a flying start by working in partnership with parents, staff and the community to develop well-rounded citizens who will contribute in a positive way to society.

Statement of intent

Newchurch Community Primary School is committed to safeguarding and promoting the physical, mental and emotional welfare of every pupil, both inside and outside of the school premises. We implement a whole-school preventative approach to managing safeguarding concerns, ensuring that the wellbeing of pupils is at the forefront of all action taken.

This policy has been created to ensure that comprehensive safer recruitment procedures and practices are in place to ensure that suitable individuals who are safe to work with children are recruited. The maintenance of 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.

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

Signed by:

Headteacher

Date:

Chair of governors

Date:

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The UK General Data Protection Regulation (UK GDPR)
- Data Protection Act (DPA) 2018
- Data (Use and Access) Act 2025
- Equality Act 2010
- The Education (School Teachers' Appraisal) (England) Regulations 2012 (as amended)
- Freedom of Information Act 2000
- Education Act 2002
- Crime and Policing Act 2026
- The Education (Pupil Referral Units) (Application of Enactments) (England) Regulations 2007
- The School Staffing (England) Regulations 2009
- The School Staffing (England) (Amendment) Regulations 2014
- DfE 'Keeping children safe in education'

This policy has due regard to guidance including, but not limited to, the following:

- DfE 'Maintained schools governance guide'
- DfE 'Staffing and employment advice for schools'
- DfE 'Right to work checks: employing EU, EEA and Swiss citizens'
- DfE 'Recruit teachers from overseas'
- Disclosure & Barring Service 'Regulated activity with children in England and Wales'
- UK Visas and Immigration and Immigration Enforcement 'Employer's guide to right to work checks'

This policy operates in conjunction with the following school policies and documents:

- Child Protection and Safeguarding Policy
- Data Protection Policy
- Safer Recruitment Policy
- DBS Policy
- Visitors and Contractors Risk Assessment

- Single Central Record
- Contractors Policy
- Volunteer Policy

Roles and responsibilities

The governing board will be responsible for:

- Creating a culture that safeguards and promotes the welfare of children in their school or college.
- Taking strategic leadership responsibility for the school's safeguarding arrangements.
- Ensuring that the school complies with its duties under the above child protection and safeguarding legislation.
- Ensuring that the policies, procedures and training opportunities in the school are effective and comply with the law at all times.
- Ensuring the school maintains an SCR of the required pre-appointment checks in accordance with Part three of KCSIE.
- Ensuring that those involved with the recruitment and employment of staff to work with children have received appropriate safer recruitment training.
- Ensuring that all required pre-appointment checks are undertaken for prospective staff, and that the appropriate level of DBS check and, where applicable, children's barred list check is obtained in accordance with KCSIE.
- Ensuring that an appropriate identity check is completed as part of the required pre-appointment checks.
- Applying for an enhanced DBS check for any governors who do not already have one, including a barred list check if, in addition to their governance duties, the governor also engages in regulated activity.

The headteacher will be responsible for:

- Acting in accordance with the '[Headteachers' standards](#)' and the expectations of the school community.
- Ensuring an accurate and up-to-date SCR is maintained which records the required pre-appointment checks, and the dates on which those checks were completed or certificates obtained, for all individuals required to be included on the SCR.
- Ensuring that supply staff, volunteers, contractors, self-employed workers and visitors are subject to the checks required by KCSIE, having regard to their role, whether they are engaging in regulated activity, the nature and frequency of their contact with children and any supervision arrangements.
- Determining, in accordance with KCSIE, whether any further or updated checks are required for existing staff, returning volunteers, contractors or other relevant individuals.
- Ensuring the required right-to-work checks are completed and that copies of documents used to verify a successful candidate's right to work are retained on their personnel file in accordance with the applicable requirements.

- Ensuring that the SCR and associated recruitment/checking records are stored securely and processed in accordance with data protection legislation.
- Acting in accordance with this policy.
- Ensuring that the person presenting themselves for work is the same person on whom the required checks have been carried out, including checking identity as appropriate.
- Ensuring a section 128 check is carried out on prospective governors.

School staff will be responsible for:

- Providing accurate and up-to-date information required for the SCR so that they can continue their employment at school.
- Informing the headteacher of any changes in personal data or additions that need to be made to the SCR.

Volunteers, contractors, self-employed workers and other visiting parties will be responsible for:

- Providing accurate information and documentation reasonably required by the school to establish their identity and determine that appropriate safeguarding checks have been completed.
- Complying with the school's safeguarding, supervision and visitor arrangements while on the premises.
- Informing the school of any relevant change in circumstances which may affect their suitability to undertake their role, where applicable.

The Single Central Record (SCR)

The school will keep an SCR which records all staff working at the school, as set out below:

- All staff, including teacher trainees on salaried routes
- Agency and third-party supply staff, even if they work for only one day

The bullet points below set out the minimum information that must be recorded on the SCR. The record will indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed or certificate obtained:

- An identity check
- A standalone children's barred list check
- An enhanced DBS check (with children's barred list check) requested/certificate provided
- A prohibition from teaching check
- A check of professional qualifications, where required
- A check to determine the individual's right to work in the UK
- Additional checks for those who have lived or worked outside of the UK

The SCR will record the date on which each check was completed or certificate obtained.

For agency and third-party supply staff, the school will also record whether written confirmation from the employment business supplying the member of staff has been received which indicates that all the necessary checks have been conducted (i.e. all the same checks the school would perform on any individual working in the school or who will be providing education on the school's behalf, including through online delivery) and the date that confirmation was received, and whether details of any enhanced DBS certificate have been provided in respect of the member of staff.

Where an individual working at the school is self-employed, the school will either obtain the DBS check or request to see the certificate where the self-employed person has obtained their own check, and will ensure that the DBS check is at the level required by the school.

Checks on governors will include the following:

- An enhanced DBS check
- A section 128 check
- A barred list check if they are involved in regulated activity

Checks that have been conducted for governors will be recorded on the SCR.

Where appropriate, the school will record any other information it deems relevant. This may include:

- Whether relevant staff have been informed of their duty to disclose relevant information under the childcare disqualification arrangements.
- Checks made on volunteers.
- Any risk assessments that have been conducted to assess whether a volunteer should be subject to an enhanced DBS check.
- Checks made on governors.
- Dates on which safeguarding and safer recruitment training was undertaken.
- The name of the person who carried out each check.

The details of an individual will be removed from the SCR once they no longer work at the school or college.

Volunteers

Where a risk assessment is conducted to determine whether a volunteer should be subject to an enhanced DBS check, details of the risk assessment will be recorded. The school may determine where this information is stored.

Where a volunteer is undertaking regulated activity relating to children, including where they teach, train, instruct or supervise children frequently, on more than three days in a 30-day period, or overnight, the school will obtain an enhanced DBS check with children's barred list information.

Where an existing volunteer becomes engaged in regulated activity as a result of the changes to their role or the statutory definition of regulated activity, the school will check the individual's children's barred list status and obtain the appropriate enhanced DBS check with barred list information.

The school may record checks made on volunteers on the SCR as non-statutory information. Where a volunteer is engaged in regulated activity, the school will ensure that the appropriate enhanced DBS check with children's barred list information is obtained in accordance with the Volunteer Policy.

Storage

There will only be one copy of the SCR created on an online spreadsheet, which is password protected.

Copies of documents used to verify the successful candidate's identity, right to work in the UK and required qualifications will be safely stored on their personnel file.

The school will act in accordance with applicable data protection laws, including the UK GDPR, Data Protection Act 2018 and Data (Use and Access) Act 2025. Where the school chooses to retain copies of DBS certificates or records of criminal information disclosed by candidates, there will be a valid reason for doing so and they will not normally be retained for longer than six months.

When information is destroyed relating to checks, the school may keep a record of the fact that vetting was carried out, the result and the recruitment decision.

All certificates will be stored in accordance with the school's Data Protection Policy.

Monitoring and review

The SCR will be updated after each instance of an individual attending school in an employment or voluntary capacity, or when any variation to the fields on the SCR is required.

The SCR is a live document and will be updated as and when required, e.g. following each safeguarding check. The SCR will also be reviewed at least half-termly by the headteacher, ensuring all safeguarding checks are present and up-to-date.

The governing board will review this policy annually. The scheduled review date for this policy is September 2027. Any changes to the policy will be communicated to all relevant stakeholders.