



Children's



Endeavour



Trust

# Single Central Record Policy

The Children's Endeavour Trust comprises:

- Abbot's Hall Community Primary School
- Bosmere Community Primary School
- Broke Hall Community Primary School
- Chilton Community Primary School
- Combs Ford Primary School
- Freeman Community Primary School
- Springfield Junior School
- Whitehouse Community Primary School

## Document Control

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## Responsibilities

- 1.1. It has been a requirement since 2007 that all schools must maintain a Single Central Record (SCR) of recruitment and vetting checks.
- 1.2. The Headteacher has overall responsibility for the school's SCR, and the content of the employee personnel files but will delegate the process of maintaining them to the school's SCR Lead. The school's SCR Lead is responsible for entering information and maintaining it. The SCR must be checked each half term of the academic year by the headteacher and DSL and termly by the school Safeguarding Governor. The Trust will check annually within a Safeguarding Deep Dive.

## 2. Legislation and Regulation

- 2.1. The legislative requirement for maintaining a SCR is detailed in the original publication "Safeguarding Children and Safer Recruitment in Education (2007)" and expectations set in Keeping Children Safe in Education (KCSIE).

## 3. Format of the SCR

- 3.1. All schools must use the Local Authority Excel-Based format for the SCR. They must also comply with the arrangements detailed in this document.
- 3.2. The SCR must be maintained electronically, stored securely on the school server, accessed only by a secure password and backed up every week.
- 3.3. There must be a member of staff on site that can access the SCR. It must be accessible to the headteacher, DSL, school SCR Lead and the Trust Chief Executive Officer.

## 4. Who should appear in the SCR?

- 4.1. "Keeping Children Safe in Education" states that the SCR must cover the following people: *All staff, including teacher trainees on salaried routes, agency and third-party supply staff who work at the school. In colleges, this means those providing education to children for independent schools, all members of the proprietor body. In the case of academies and free schools, this means the members and trustees of the Academy Trust.*

### The SCR must therefore include:

- All staff who are employed directly by your school;
  - All long-term supply/agency staff and daily supply;
  - Any volunteer who works regularly with children;
  - All who are engaged in "Regulated Activity";
  - Trustees, governors and volunteers;
  - People brought into the school to provide regular additional teaching or instruction but who are not staff members, such as Sports Coaches, Peripatetic Music Teachers, Artists etc;
  - Regular contract staff such as contract cleaners or caterers;
  - Visitors who are in the school on a 'regular' basis must be on the SCR.
- 4.2. In this context, 'regular' means carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period (or in some cases, overnight). For fee-funded trainees, please see 4.10.

4.3. Regulated activity includes:

- A) teaching, training, instructing, caring for or supervising children if the person is unsupervised, or providing advice or guidance on well-being, or driving a vehicle only for children;
- B) work for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers;

Work under (A) or (B) is regulated activity only if done regularly.

4.4. Volunteers who carry out unsupervised teaching or look after children regularly, or who provide personal care on a one-off basis in schools and colleges will be in regulated activity. They must be added to the SCR.

4.5. Agency staff and contractors must be included in your SCR.

4.6. Schools must obtain written notification from any agency or third party to confirm that the relevant checks have been completed. This includes that they have obtained the appropriate certificates, and the date that confirmation was received and whether any enhanced DBS certificate check has been provided in respect of the member of staff. The school must also check that the person presenting themselves for work is the same person on whom the check has been made.

4.7. The details from the agency must be recorded on the SCR and the date you received the information. The confirmation must be filed. The agency must be contacted if they have not provided the information required. Pro-forma letter: appendix 1

4.8. All non-school staff who the Trust employ or coordinate to engage with schools in regulated activity are recorded on the Trust SCR which is shared with the schools at the start of each year and when changes are made. This includes all relevant safer recruitment checks in line with statutory guidance and enables those staff to show their Trust identification in order to access the school sites. You do not need to include on your SCR any visitors to the school, work experience students or occasional volunteers (unless they are in regulated activity).

4.9. Trainee/student teachers that receive a salary must have the necessary checks carried out by the school. Where trainee teachers are fee funded it is the responsibility of the initial teacher training provider to carry out the necessary checks. Schools should obtain (and file) written confirmation from the training provider that these checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children. This includes checks to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006

4.10. There is no requirement for the school to record detail of fee-funded trainees on the SCR. However, these will be recorded as volunteers on the SCR if 4.2 applies.

4.11. Some visitors are required to be on the SCR, for example regular Trust staff and adults that listen to children read etc.

4.12. Trust staff must present their badges on their green Trust Lanyard when visiting the schools. On initial visits to schools, new Trust staff will also provide ID.

4.13. The SCR should reflect your current workforce. When someone leaves the school, you should move them onto the leavers tab and archive that at the end of the year. The retention period for pre-employment vetting information and staff personnel files should be kept for 6 years after the termination of employment.

## 5. What information should be recorded on the SCR?

5.1. The SCR is an integral part of the Trust's Safer Recruitment and Selection Policy, recording and referencing the pre-employment checks within a single comprehensive document. The statutory guidance states: "The information that must be recorded in respect of staff members (including Teacher trainees on salaried routes) is whether or not the following checks have been carried out or certificates obtained, and the date on which the checks were completed":

- an identity check;
- a barred list check;
- an enhanced DBS check/certificate;
- a prohibition from teaching check;
- further checks on people living or working outside the UK (includes EEA check);
- a check of professional qualifications; and
- a check to establish the person's right to work in the UK;
- a section 128 direction check (please see 10.4 for who this applies to).

5.2. Under each of these headings the guidance states you should record:

- when it was seen, and,
- by whom it was seen.

5.3. The Local Authority Excel-Based template for the SCR complies with the Statutory Regulations to support schools in delivering the principles of Safer Recruitment.

5.4. You must never leave an empty field. If not applicable insert N/A in the cell. It is often useful to include notes on the SCR if there has been additional information required.

5.5. Disqualification: Schools must ensure that they are not knowingly employing a person who is disqualified in connection with relevant childcare provision. This is achieved primarily through applications to the Disclosure and Barring Service (DBS). In support of this, schools should take an opportunity to create the right culture and environment so that staff feel comfortable, where it's appropriate, to discuss matters outside of work, which may have implications for the safeguarding of children in the workplace.

5.6. In Line with [Statutory Guidance: Disqualification under the Childcare Act 2006](#), any staff working with under 5s, under 8s in or out of school hours or those involved in the management of such provision will be verbally reminded by the headteacher to self-declare if they are disqualified through meeting the 'Disqualification under the Childcare Act 2006', to inform the school if your relationships and associations may have implications for the safeguarding of children, and to inform the Academy of any changes in circumstances in relation to disqualification.

5.7. No new starter can commence employment without all appropriate pre-employment checks in place.

## 6. Identity Checks

6.1. The documents you check must confirm name, date of birth, address and should be in a photographic form of identity such as a passport or driving licence.

6.2. If the individual cannot provide any form of photographic evidence you should try to seek more than one additional form of ID along the lines required by the [Document Checker - Online DBS Check Application | DBS Check Online](#) They must be able to show:

- one document from Group 2a
- Two further documents from either Group 2a or 2b

6.3. These documents must show the applicant's current address, date of birth and photographic identification. You must see originals. Photocopies must never be accepted.

6.4. Record on the SCR the date the evidence (e.g. passport, driving licence etc) was checked and the name of the person who checked it.

6.5. Take a copy of the documents, sign and date that the original has been seen and hold the copy in the personnel file.

## 7. Qualifications and Registration

7.1. You must record the professional qualifications that are a requirement of the job, e.g. Qualified Teacher Status (QTS) for a Teacher or perhaps an NVQ2 for a Teaching Assistant.

7.2. Record the qualification/s that you have evidenced, the date seen and who has checked it. You are required to check the qualifications that are relevant for the job.

7.3. Copy the documents, sign and date that the original has been seen and hold the copy in the personnel file.

7.4. If the person has an overseas qualification and you are unsure of its comparability to a UK qualification you can check this with your HR provider or direct with various websites such as [NARIC](#).

7.5. Updates from ['Recruit teachers from overseas' \(GOV.UK, 2020\)](#) provides further information.

## 8. Prohibition Check

8.1. Since the 3<sup>rd</sup> April 2014, it has been a statutory requirement that a Prohibition Order check must be made for any teacher the school employs.

8.2. This is not the same as a Barred List check (obtained via the DBS). Teacher prohibition orders are made by the Secretary of State following consideration by a professional conduct panel convened by the Teaching Regulation Agency (TRA). The prohibition check can be made via the Teachers Services' System. This is a free service for schools, local authorities and supply agencies in England to check the record of any teacher they are considering employing. New teachers joining

Trust will also have a prohibition check completed 12 months after 1 year's employment anniversary to ensure no record exists of any TRA that may have been in progress at point of recruitment.

8.3. Through the [Teachers Services' System](#), schools can check:

- teacher's personnel details;
- initial teacher training qualifications;
- qualified teacher status;
- induction status;
- supplementary qualifications;
- details of any active sanctions;
- a suspension or conditional order imposed by the General Teaching Council for England (prior to abolition) that is still current;
- prohibition from teaching;
- Section 128 Direction check (please see 10.4 for who this applies to);
- Barred List check.

8.4. In the absence of the QTS number you can check on the website, [Teaching Regulation Agency \(education.gov.uk\)](http://teachingregulationagency.education.gov.uk): whilst you cannot enter the number to do a personnel check if you click on Teachers prohibited from the profession. This provides a full and comprehensive list of all staff with QTS, QTLS or unqualified that have any sanctions against them.

8.5. This service will also identify any existing prohibitions and sanctions made by the General Teaching Council (GTCE) before its abolition in March 2012.

8.6. You must record on your SCR if a Prohibition Order check is required and the date of the check.

## **9. Barred List Check**

9.1. A Children's Barred List check (formerly List 99) must be undertaken on all staff working in schools in Regulated Activity. If an Enhanced DBS check has been made this can include a check against the Children's Barred list if requested.

9.2. It is unlawful to conduct a Barred List check for a person who is NOT engaged in Regulated Activity. This has particular implications when checking some Volunteers. Where this applies, a volunteer risk assessment must be completed to mitigate against the risk of contact with children when on site.

9.3. A volunteer is not in regulated activity where they are working in a school under regular, day to day supervision by someone who is in regulated activity (like a Teacher or Teaching Assistant).

9.4. Where this is the position:

- the school does not need to carry out an enhanced DBS check on the volunteer
- (although has the discretion to choose to do so), and;
- must not carry out a Barred List check
- must complete a volunteer risk assessment

9.5. In line with the [Governance Handbook](#) paragraph 16 (DfE, 2020), all Trustees and Governors will receive an enhanced DBS check with Children's Barred list given the potential for their roles to include working in regulated activity and a section 128 check.

## 10. Section 128 Direction Checks

10.1. A Section 128 direction prohibits or restricts a person from taking part in the management of an independent school, including academies and free schools. A person who is prohibited, is unable to participate in any management position in the Academy as an employee; a trustee of the Academy; part of the governance or has been delegated any management responsibilities.

10.2. A check for Section 128 direction must be carried out using the Teachers Services' System.

10.3. You must record on your SCR if a Section 128 direction check is required, the date of the check and the name of the person who checked it.

10.4. A section 128 direction check must be completed for the following staff who are considered to be in management positions for the purpose of this check:

- headteachers;
- all staff on the senior leadership team (including non-teaching);
- teaching positions with \*departmental headship;
- trustee/proprietors;
- governors

*\*There is no specific definition available as to what amounts to 'departmental headship'. Inspectors will check that the schools takes a reasonable approach in the context.*

## 11. Enhanced DBS check

11.1. Beyond enhanced DBS checks for new employees, the Staff Code of Conduct now explicitly requires all staff to confirm to their Headteacher within 24 hours if at anytime they:

- Become subject to any criminal investigations or pending prosecutions by the police (in any country)
- Are formally charged with an offence
- Become known to any Children's Services department or the police as being a risk or potential risk to children
- Are included on the children's barred list
- Are prohibited from teaching
- Are prohibited from taking part in the management of an independent school
- Become disqualified from providing childcare
- Have a finding of fact made by a family court against them, that they have caused significant harm to a child or vulnerable adult, or any such court has made an order against them on the basis of any finding or allegation that any child and / or vulnerable adult was at risk of significant harm from them.

11.2. It is important to note here that if a school chooses to carry out an enhanced DBS check on a volunteer who does not qualify for a Barred List check you must ensure that when you complete the DBS application form you do not tick the box that requests the Barred List check.

11.3. The Trust requires an enhanced DBS check without a barred list check for all trustees and Governors as part of the appointment process. For Trustees/Governors who would be in regulated activity, a barred list check is required.

11.4. The Trust requires a new DBS check for those employees who are joining a Trust School for the first time regardless of any break in service.

11.5. New appointment DBS Checks are summarised in the table below:

Person	Circumstances	Mandatory	Trust Requirements
New staff	>3-month break of service	DBS + Barred List	DBS + Barred List
	Similar position <3-month break	Optional above	DBS + Barred List
New volunteer or Governor/Trustee	Contact with children + not supervised	DBS + Barred List	DBS + Barred List
	Contact with children + supervised	DBS optional no barred list	DBS optional no barred list
	<i>*see 4.3 and 4.4 on Regulated Activity</i>		
Agency and Contractor	If regulated activity	DBS + Barred List by organisation (or just DBS if not in regulated activity)	Name, DBS confirmation (including barred list as appropriate), letter of assurance

11.6. Record on the SCR: The date the DBS was evidenced and checked, DBS disclosure number, date of prohibition check of Children's Barred List or date the confirmation was received from the relevant organisation.

11.7. A risk assessment must be completed if an Enhanced DBS check is not clear (see Safer Recruitment Policy)

11.8. When you have undertaken DBS rechecks, update your SCR with the current details.

11.9. The Disclosure and Barring Service introduced a portability scheme in July 2013. This allows individuals to subscribe to the scheme by paying an annual fee (free for volunteers) that enables their next DBS disclosure to be considered portable.

11.10. This means that a school proposing to engage an employee or volunteer who holds a portable DBS can accept their current DBS and check on-line to see if there have been any changes. This is a free service. If there has been an update to the information contained on the disclosure, the school must request a new one. If there are no amendments the school can accept the current DBS certificate for the purposes of the pre-employment check and update the SCR as live (i.e. new dates for DBS as 12.6).

11.11. For new starters who utilise the DBS update service, you must still check the original DBS certificate as part of pre-employment checks and complete the relevant sections of the SCR. You should also record that you have completed the on-line portability check.

## 12. Right to Work

12.1. For individuals who have lived or worked outside the UK, schools must carry out the same checks as for everyone else but in addition must make any further checks considered appropriate.

12.2. For teachers, these further checks should include a check for information about any teacher sanction or restriction that an EEA professional regulating authority has imposed, using the [Teaching Regulation Agency \(education.gov.uk\)](http://education.gov.uk). Although restrictions imposed by another EEA regulating authority do not prevent a person from taking up teaching positions in England, Schools should consider the circumstances that led to the restriction or sanction being imposed when considering their suitability for employment.

12.3. The Home Office has published guidance on [criminal record checks for overseas applicants](#). The DFE has also issued [guidance on the employment of overseas-trained teachers](#). This provides information on the requirements for overseas trained teachers from the European Economic Area to teach in England and the award of QTS for teachers qualified in Australia, Canada, New Zealand and USA.

12.4. Employers must confirm the right of those they seek to employ to work in the UK. The evidence that was provided and date when these checks were carried out. In addition, the name of the individual who carried out the check should be recorded. There is useful guidance on the GOV.UK website if there is any uncertainty (see links above).

12.5. You must record on your SCR the date a document was been seen to verify the person's right to work in the UK. You must keep a copy of this document in an employee's personnel file with the date of the check and the name of the person who checked it.

## 13. References

13.1. Two references must be obtained prior to interview for all shortlisted appointments. References should always be obtained from the candidate's current employer and cover the previous 5 years (in some cases, more than two references may be needed to cover this time period). Where a candidate is not currently employed, verification of their most recent employment and reasons for leaving should be obtained from the school, college, Local Authority (LA) or organisation at which they are employed.

13.2. References for regular agency staff must be sent to the school as part of the due diligence process.

13.3. All schools should ensure that the recruitment processes are robust and thorough and that one member of staff involved has up-to-date 'Safer Recruitment Training.'

- 13.4. References should be scrutinised, and any concerns resolved satisfactorily, before the appointment is confirmed, including for any internal candidate. Obtaining references before interview, allows any concerns they raise to be explored further with the referee and taken up with the candidate at interview. They should always be requested directly from the referee and preferably from a senior person with appropriate authority, not just a colleague.
- 13.5. Employers should not rely on open references, for example in the form of 'to whom it may concern' testimonials, nor should they only rely on information provided by the candidate as part of the application process without verifying that the information is correct. Where electronic references are received, employers should ensure they originate from a legitimate source – for example, evidenced by an email thread.
- 13.6. On receipt, references should be checked to ensure that all specific questions have been answered satisfactorily. The Headteacher should ensure that these are dated and signed. The referee should be contacted to provide further clarification as appropriate, for example if the answers are vague or if insufficient information is provided. They should also be compared for consistency with the information provided by the candidate on their application form. Any discrepancies should be taken up with the candidate.
- 13.7. Any information about past disciplinary action or allegations should be kept on a separate secure HR folder.
- 13.8. Some existing employees may have gaps in their personnel files. It is important that in these cases you show an audit trail of your attempts to gather the required information and a risk assessment (see the information in the Safer Recruitment Policy for file contents).
- 13.9. If it is found that a school has not confirmed that application forms and/or references existed, either by an entry on the SCR and or a note in the employee personnel file, rigorous efforts must be made to obtain them, and notes kept in their folder, and a risk assessment completed (appendix 2).
- 13.10. References should be retained in the personnel file.

## **14. Declarations**

14.1 Staff will not act in a way that would bring the Trust/school into disrepute or that calls into question their suitability to work with children. This covers conduct including but not limited to relevant criminal offences, such as violence or sexual misconduct, inappropriate behaviour such as lewd or offensive action, as well as negative comments about the school on social media.

14.2 Staff must declare and disclose to the school (Headteacher and in the case of the Headteacher to the CEO) immediately, any wrongdoing or alleged wrongdoing by themselves (regardless of whether they deny the wrongdoing/alleged wrongdoing), including any incidents arising from alternative employment or outside of work which may have a bearing on their employment or engagement with the school. This may include the examples below (although this list is not exhaustive).

- Become subject to any criminal investigations or pending prosecutions by the police (in any country)
- Are formally charged with an offence
- Become known to any Children's Services department or the police as being a risk or potential risk to children
- Are included on the children's barred list
- Are prohibited from teaching
- Are prohibited from taking part in the management of an independent school
- Become disqualified from providing childcare
- Have a finding of fact made by a family court against them, that they have caused significant harm to a child or vulnerable adult, or any such court has made an order against them on the basis of any finding or allegation that any child and / or vulnerable adult was at risk of significant harm from them.

## 15. Safer Recruitment Training

- 15.1. Safer recruitment training teaches safeguarding skills that help schools to better protect children while recruiting staff and volunteers. From 1<sup>st</sup> September 2014, safer recruitment training no longer needs to be approved by the Secretary of State. However, schools will continue to be required to ensure that at least one member of any recruitment panel has received appropriate training in line with safeguarding guidance.
- 15.2. School leaders will use their professional judgment to determine appropriate training for the needs of their staff and their school. All schools must ensure that at least one member of every interview panel has undertaken safer recruitment training.
- 15.3. All interview questions must include a safeguarding question appropriate to the post being recruited.
- 15.4. All staff must attend a Safeguarding Training Session every year and a register must be taken to evidence their attendance. All staff must keep up to date with the most recent update of 'Keeping Children Safe from Education (KCSiE):'
- The Trust and Governing Bodies should ensure that those staff who work directly with children read at least Part One of KCSiE.
  - The Trust and Governing Bodies, working with their senior leadership teams and especially their designated safeguarding leads, should ensure that those staff who do not work directly with children read either Part One or Annex A (a condensed version of Part One) of this guidance.
  - The Trust and Governing Bodies should ensure that mechanisms are in place to assist staff to understand and discharge their role and responsibilities as set out in Part One (or Annex A if appropriate) of this guidance.
- 15.5. Staff must electronically sign and date to acknowledge that they have read and understood the relevant parts of KCSiE annually. This should be recorded. Senior Leaders and Safeguarding Teams will sign and date to confirm that they have read the full document.

## **16. Training**

- 16.1. Training on maintenance of the SCR will be included as part of the induction process for appropriate staff in schools and provided for School SCR Leads.

## **17. Monitoring and Compliance**

- 17.1. Compliance with this Policy will be monitored by Headteachers, Local Governing Bodies and the Trust via annual Safeguarding Deep Dives.

## **Appendix 1: Letter of Assurance Template**

**Re:** [School name]

To (name of senior contact at organisation),

**RE: Letter of Assurance**

To ensure that effective safeguarding of the pupils at the above school, this letter provides evidence of assurance that [Company name] have in place appropriate safeguarding procedures for all safer recruitment checks carried out on their staff who visit the school.

I, [Staff name] as [Senior staff role] confirm that [Company name] have completed the following safer recruitment checks pre-employment and during on-going employment:

- Verification of identification checks
- Right to Work in the UK checks
- Relevant qualification/registration checks
- Employment history and reference checks
- Enhanced DBS check, including Children's Barred List check (*where applicable*)
- Prohibition check completed and not on the register
- All staff receive appropriate safeguarding training
- All staff have read the company safeguarding policy and Keeping Children Safe in Education Part 1 and Annex A
- All staff have been informed that they are committing an offence if they are deployed to work with pupils but are disqualified through meeting the 'Disqualification under the Childcare Act 2006'

I also confirm that all staff attending the school during the course of their employment will be able to provide photo identification. Confirmation of pre-employment and on-going employment checks can be obtained via email from [Email address of contact at company].

Yours sincerely,

[Staff name]

**Appendix 2: Missing Reference Risk Assessment**



Employee \_\_\_\_\_(name)

\_\_\_\_\_ (name) has been employed at (school) for \_\_\_\_ (no. of years) as a \_\_\_\_\_ (Job Title)

HAZARD	RISK	LEVEL	CONTROL MEASURES

Signed.....(Headteacher)

Date.....