

Single Central Record: A guide to completing the form accurately.

Keeping an accurate Single Central Record is a statutory requirement and an essential part of keeping children safe in education and forms part of the statutory guidance Keeping Children Safe in Education (KCSIE) (DfE 2018) [link](#) which applies to all maintained schools and academies. The SCR is covered by the statutory guidance included within KCSIE and is a requirement of the School Staffing Regulations (and Independent School Regulations for academies). Guidance about what information should be held on the SCR is outlined at paragraph 112 of the guidance.

The following notes are intended to give some exemplification about what you need to do to complete a SCR accurately:

Note 1 – Identity Checks – The check should confirm name, date of birth, address and should have been a photographic form of identity (e.g, passport). This check can also help prove the persons eligibility to work in the UK.

Note 2 – A Children’s Barred List check (formerly List 99) must be undertaken on all staff working in schools. If an enhanced DBS (formerly CRB) check has been made this will include a check against the Children’s Barred list. If by virtue of their start date and continuity of service, a member of staff has not been DBS checked, then the school must have undertaken a Children’s Barred List check.

Note 3 – It is a statutory requirement to check on appointment that a teacher is not **prohibited from teaching**. This can be done via the NCTL website and the section referred to as “Employer Access Service”.

Note 4 – Plymouth CAST schools should have DBS (formerly CRB) checked all staff who commenced duty after March 2002. There is no mandatory requirement to DBS check staff who have been employed in the same post continuously since before the date DBS checking started. There is no mandatory requirement to set in place a programme of 3 yearly DBS renewals for staff in schools.

Note 5 – The **Childcare Disqualification Regulations**, more commonly known in schools because of the ‘disqualification by association’ regulations, have been amended from 01 September 2018. This means that the regulations around ‘disqualification by association’ have been scrapped for schools and nursery settings (but continue for staff working in domestic premises). However, you may well have records of checks that were made prior to the change in the regulations and these should be recorded in this section.

Note 6 – Eligibility to work in the UK must be confirmed before the employee starts work. The record should indicate the document that was evidenced to confirm that right. UK and EEA nationals have that right (but must be able to prove it!); others will probably need a permit.

Note 7 – Where a qualification is a requirement of the post, it must be checked and confirmed as a part of the record, this includes QTS, NPQH and registration as a teacher with the DfE.

Note 8 – Although you must still undertake a DBS (formerly CRB) check for staff that have lived overseas, it is necessary to undertake further checks with the country where they lived. These checks may include certificates of good conduct from local police forces or embassies, follow ups to anything that is provided should be made (e.g. call the organisation that sent the document and/or make checks through embassies etc).

Note 9 – Use this column to record all relevant safeguarding training completed by member of staff. This is likely to include Level 1, 2 and/or 3 safeguarding training, safer recruitment training, training delivered by the DSL on school practices, any external training on specific issues (such as Prevent or CSE) and anything else relating to safeguarding that has established best practice at the school. Please include the date of training, who delivered the training, the level of the training (when relevant) and when the training expires.

General Notes:

Members of the ESM team – The exemplar SCR includes a tab which includes the checks that have been made centrally. This tab should be included in each school’s SCR.

Board of Directors – All Directors are required to have an Enhanced DBS check and the Chair of the Board’s DBS check is signed by the Secretary of State, full details are held at the central office, St Boniface House, Ashburton.

Local Governors – All Local Governors now require a DBS check and should be included in a section on your SCR

Volunteers – If they work with children or have unsupervised access to them in your school they should be included (in a separate section) on your record.

Supply Staff – You should ensure that you have written confirmation from the agency that they have carried out all the necessary checks for every member of staff they supply to you. This means you can complete the majority of the columns on the SCR, but also include the records of your check with the agency either embedded on the SCR or attached to a paper version kept in the office. The agency must also tell you when there is any information revealed on the DBS disclosure. We would recommend a model which allows you to check on line and see a photo of the person who is being sent to your school.

Here are some of the frequently asked questions we have received from schools and answers which schools may find helpful when managing the SCR.

- **Who should be included on the Single Central Record?**

All Staff who work at the school and all others who have regular contact with children in the school. The Chair and all members of the Local Governing Body must be included.

- **How do we record agency staff, peripatetic teachers and sports coaches on the Single Central Record?**

Staff from agencies with regular unsupervised contact with the children should also be included. Whilst schools do not need to carry out the SCR checks themselves for agency staff, since agencies should carry out the same checks as your school does for your staff, the school must obtain written confirmation from the agency that the appropriate checks have been carried out and are satisfactory. If you have any concerns about the checks performed then you will need to discuss this with the agency prior to the start date for the placement.

- **What information should be recorded on the Single Central Record?**

The information recorded on each individual confirms whether a particular check has been performed, the date the check was completed and who by. The checks included are:

- Identity check
- Disclosure and Barring Service check (including Barred List checks where relevant)
- Details of Professional Qualifications
- Prohibition Order check

- Rights to Work in the UK check
- Childcare Disqualification check
- Overseas checks (EEA sanctions, Certificates of Good Conduct etc)
- Section 128 check for Academies

- **What documentation can be retained?**

Schools and colleges do not have to keep copies of DBS certificates for the purposes of the Single Central Record. Schools and Colleges must see the original certificate in order to establish its accuracy and check for any potential traces.

In line with Data Protection Act, where the school chooses to retain a copy of a DBS certificate or Certificate of Good Conduct, it should not be retained for longer than six months. However a copy of the documents used to verify the successful candidate's identity, right to work and required qualifications should be kept for the personnel file.

- **Staff employed at the school continuously for many years may not hold a Disclosure and Barring Clearance. Is this acceptable?**

The Disclosure and Barring Service (formerly known as Criminal Records Bureau) was created in March 2002. DBS checks (formerly known as CRB) were strongly recommended for all school staff who were employed/engaged after March 2002. On the 12th May 2006 the School Staffing Regulations 2006 made it mandatory for Enhanced CRB/DBS Disclosures to be carried out on all new appointments to the school workforce. For those employed prior to May 2006 the minimum requirement is a Children's Barred List check (formerly known as a List 99).

- **Can you please confirm the procedure if a member of staff was questioned/arrested/convicted of an offence – would we, as their employer, be automatically notified and if so by whom?**

In theory, you should be notified. On arrest the person gives their name and occupation. If the occupation is related to work with children, then the Local Authority Designated Officer (LADO) should be informed and a strategy meeting may be convened, to which the Head Teacher and employer would be invited to attend. It is also reasonable to expect an employee to inform their employer if he/she is subject to Police questioning, arrest or charge.

- **We have a music teacher that comes in for an hour one day a week; they have been in for the last 8 months. We have not DBS checked the music teacher as we were**

under the impression that because they are supervised at all times for that one hour, there is no requirement to do so. Have we done the right thing?

If the person is teaching music and is paid to do that, they are effectively a member of staff and whether they are supervised or not is irrelevant, as they are in regulated activity. (See [Keeping Children Safe in Education \(2016/18\)](#), page 24)

If the person is not paid (a volunteer) and is supervised, then they are not in regulated activity and you cannot legally ask for a barred list check. However, although it is not legally required, it is sensible to complete an enhanced DBS check because of the regular contact with children.

DfE guidance on supervision of work which would otherwise be 'regulated activity' is available at [Supervision of Activity with Children – GOV.UK](#).

- **Our Single Central Record does not have a barred list column as I thought that it was done as part of the Enhanced DBS Check?**

The Single Central Record should have a column for both the DBS check and for the Barred List check (previously known as List 99). The two columns are required because they are two separate checks, however they are usually performed together at the same time.

All individuals engaged in regulated activity (i.e. teachers, support staff, administrative staff and unsupervised volunteers) will need an enhanced DBS check and a Barred List check, therefore you complete both columns and if the checks were done together, you may use the same clearance date for both. Individuals who are not engaged in regulated activity (i.e. Governors), you will record the enhanced DBS clearance date, but enter 'n/a' in the Barred List column. It is illegal to do a barred list check for someone who isn't in regulated activity.

- **What is a Prohibition Check and who should we perform this check upon?**

Anyone who is appointed to carry out teaching work, in addition to a DBS clearance, is required to have a prohibition check. A prohibition order means that the person concerned is not allowed to undertake unsupervised teaching work in school and academies. Where an individual is prohibited, their details will appear on the Prohibited List. The National College for Teaching and Leadership administer the Prohibited List and the list can be accessed via the [Teacher Services' system](#) (formally known as, Employer Access Online System). This is a free service that allows current and prospective employers of school staff to view the following lists:

A Prohibition order is likely to be appropriate when the behaviour of the person concerned has been fundamentally incompatible with being a teacher. The primary purpose of a prohibition order is to protect pupils, maintain public confidence in the teaching profession and uphold proper standard of conduct.

A Prohibition order is a lifetime ban, though in some circumstances the teacher may be able to make a request to have it reviewed after a specified period of time.

- **How often in a school year should the Prohibition Checks be undertaken?**

to

Find a teacher

TRN

1234567

Date of birth

dd/mm/yyyy

[Clear fields](#)

- ▶ [Teachers who have failed induction or probation](#)
- ▶ [General Teaching Council for England \(GTCE\) sanctions](#)
- ▶ [Teachers and others prohibited from the profession](#)
- ▶ [Teachers sanctioned in other EEA member states](#)
- ▶ [Section 128 barring directions](#)

There is no need to revisit the

prohibition checks, either on a statutory basis or on a practical level. Misconduct by an existing employee leading to prohibition is something your school would be well aware of as the Head teacher (at least) would be involved in the prohibition hearing.

- **Can a Prohibition check only be performed for a person with a Teacher Reference Number?**

Once the school has obtained Employer Access you will be able to perform checks. Your view should be similar to the image below.

For a qualified teacher you must enter their Teacher Reference Number and date of birth to perform a search. For anyone who is not a recognised teacher you can select each of the five lists, and manually scroll through the alphabetical list.

- **Are we required to see professional qualification certificates for Teaching Assistants? Should their qualifications be listed on the Single Central Record?**

If a qualification is a legal requirement of the post or essential criteria on the job specification, this should be included on the SCR with the date it was evidenced and who by.

For example, you would be expected to evidence confirmation of a qualified teacher's Qualified Teacher Status on the SCR, in addition to evidence of any relevant degree or PGCE certification.

- **Is Childcare Disqualification check required for all staff?**

The DfE published changes to the regulations relating to Childcare Disqualification in July 2018. The Disqualification by Association check has been scrapped. The following is from Annex A of this guidance:

Annex A

Summary of changes to the arrangements

Removal of disqualification by association

1. By amendment of regulation 9 of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 ("the 2018 Regulations"), we are removing disqualification by association for individuals working in childcare in non-domestic settings (e.g. schools and nurseries).
2. Disqualification by association will continue to apply for individuals providing and working in childcare in domestic settings (e.g. where childcare is provided in a childminder's home).

- **Is there a recommended time limit for how long ex-staff should stay on the Single Central Record after they have left a school?**

There is no statutory requirement to keep them at all. Most schools just move them into a 'leavers' spreadsheet separate to the main Single Central Record.

- **Should it be the Head teacher who signs the SCR off regularly as compliant/accurate or should it be the DSL?**

It doesn't matter who monitors the SCR, this could be a Head teacher, Designated Safeguarding Lead (DSL) or a Governor. Whoever does it though should know what they are looking for.

The Board of Governors have a responsibility to monitor the information held on the SCR and as such are likely to ask the school to report to them regularly with any changes so this can be formally minuted.

The CAST SCR template has a tab which includes a place to record when the SCR has been monitored. It includes a place for the Headteacher, ESM and local governor with responsibility for safeguarding to record the date of their check, any identified weaknesses and actions taken to resolve the problems seen.

- **Does legislation, statutory guidance, regulation, require DBS checks to be renewed for existing staff, volunteers and if so at what frequency?**

Where a DBS disclosure is required, the individual will complete a DBS application as part of a recruitment and selection process to ascertain their suitability for the post. In most instances there is no requirement to undertake periodic re-checking as this practice does not enhance safeguarding and the additional costs of regular re-checking are not deemed a good use of resources.

Instances which require a re-check upon a clearance are:

- Break in service of three months or more [Keeping Children Safe in Education \(2016/18\)](#) refers to this in paragraph 105
- A person moves role from non-regulated activity to regulated activity (ie, Governor to a Teaching Assistant)
- Change in role which would require a different level of check or working with a different workforce (children and/or adults) (ie, move from Adult Social Worker to a School Teacher)
- If an individual's behaviour gives cause for concern about their suitability to continue working with children or vulnerable adults.

In addition, SCC has determined that those working in the following areas are required to undertake a new DBS check every 3 years:

- Adoption and Fostering Services
- Supply Teachers
- Residential Children's Centres
- Volunteers in roles excepted from the Rehabilitation of Offenders Act 1974
- Casual Staff in roles excepted from the Rehabilitation of Offenders Act 1974

Schools are responsible for ensuring they record the dates for re-checking these employees and volunteers and ensuring a re-check is completed every three years. The Disclosure Team will be able to assist by confirming dates on which previous disclosure certificates were obtained but the school must maintain accurate records for managing the requirement for re-checks.

Where an existing worker's disclosure re-check reveals a previously unknown criminal background or any cause for concern the manager must seek advice from HR Advisory Service.

- **What about staff who have been employed at the school for a long time where documents are missing from file, such as a reference?**

A DfE advisor informed us "that there is no statutory requirement to seek two references and it is for the school to determine what references are needed in each circumstance. Schools should be able to demonstrate that they have made a reasoned judgement/justification for why they do not have any references recorded".

Schools are advised to consider undertaking a risk assessment for historical appointments where there are documents missing from files. Examples of the Certificate of Good Conduct Risk Assessment, Missing Reference Risk Assessment and Evidence of Professional Qualification Risk Assessment are available on the SSE Education Safeguarding site.

- **Should I include a record that references have been checked on the SCR? Can you advise on what should be kept on file and recorded, and should a reference be included for all staff types?**

There is no statutory requirement to obtain references, however, KCSIE states references "should" be obtained for all short-listed candidates as part of the selection process. Safeguarding best practice suggests schools to obtain 2 references for new appointments and these should be retained on the individual personnel file for the duration of the employment period.

Where references for existing staff are not available a “Missing Reference Risk Assessment” should be completed and retained in the personnel file for relevant members of staff.

References should only be obtained for those “employed/ engaged” at the school and this would include casual staff. It would not be expected that references are obtained for volunteers, governors.

Where individuals are engaged via an agency, confirmation should be sought from the third party that appropriate safer recruitment checks have been completed (which would include references having been sought) and this should be recorded on the SCR.

Author: Matthew Barnes Deputy Director of Education and Standards

Date: August 2018