

Single Central Record

To ensure consistency and for ease of monitoring, all Plymouth CAST schools must use the attached template from September 2017.

This template includes new information about safer recruitment checks as outlined in the updated version of Keeping Children Safe in Education 2016. This specifically concerns:

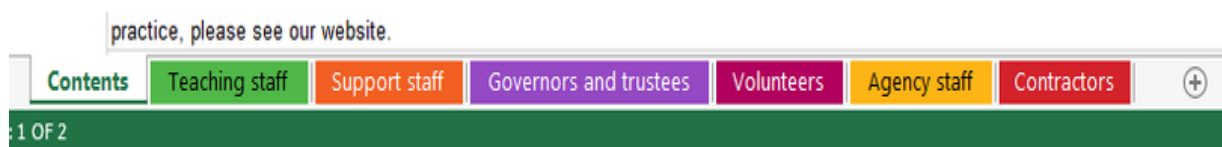
- Section 128 checks carried out on anyone involved in the management of an academy
- Checks on individuals who have lived or worked outside the UK, including checks for information about any teacher sanction or restriction that a European Economic Area (EEA) professional regulating authority has imposed.

The spreadsheet has tabs for recording checks on:

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- Teaching staff
- Support staff
- Governors and trustees
- Volunteers
- Agency staff
- Contractors

You can navigate between these categories by clicking on the coloured tabs at the bottom of the spreadsheet:



Columns set out the checks required for each of the above, and what information needs to be recorded for each check.

Information on Trustees and relevant central staff have been pre-populated onto this spreadsheet and any updates will sent direct to the schools when appropriate.

Mandatory and optional fields

In the spreadsheet, fields that are mandatory for the SCR are highlighted in orange:

Identity checks				DBS and barred list checks (see note 1)		
Check complete?	Details of documents seen (e.g. passport, driving license)	Date checked	Checked by:	Enhanced DBS check complete?	Barred list check complete?	Date certificate seen

Please note that where a field is not marked as 'mandatory', this does not necessarily mean that these checks do not need to be carried out, but only that information about these checks does not need to be recorded on the SCR.

For example, schools are prohibited from knowingly employing someone in a relevant setting who is prohibited from working in childcare, but it is not a requirement that childcare disqualification checks are recorded on the SCR.

'Checked by' field

There is no requirement to record the name of the person who has carried out a check on the SCR, though it is generally considered good practice to do so.

Where an agency or business has supplied a member of staff and has sent the school written confirmation that checks have been carried out, you should record the name of the member of school staff who received this written confirmation, not the name of the person at the agency or business who carried out the checks.

There is no requirement or expectation to record physical signatures on the SCR.