



Single Central Record Policy

Policy updated: Autumn 2019

Adopted by Trustees: 21st October 2019

Review Date: Autumn 2021

SCR: DfE guidance

A Single Central Record (SCR) is a legal requirement in the recruitment and vetting process for all schools, including independent schools.

The statutory guidance on 'Keeping Children Safe in Education' September 2019 part three, gives guidance on safer recruitment in education and the requirements for a SCR.

EHMAT Single Central Records are stored in accordance with its Data Protection Policy on a password-protected database, accessed by named members of staff.

The SCR shows whether the following checks have taken place (including the date on which each check was completed, the relevant certificate obtained and who carried out each check): Third party organisational details are also added to the SCR (where appropriate), and a note made of which agency has carried out all checks.

- Name of the person carrying out the checks
- Identity checks
- Information regarding post
- Section 128 checks (where appropriate)
- Qualification checks for any qualifications legally required for the job
- EEA restrictions / Actions (For teaching staff only) – starting 18th Jan 2016 or after
- Checks on an individual's right to work in the United Kingdom
- DBS checks
- Children's Barred List (Previously List 99 check)
- Overseas records checks where appropriate
- Prohibition status. - The School Staffing (England) (Amendment) Regulations 2013 require schools to carry out a pre-employment check to ensure that individuals are not subject to a "prohibition order" or "interim prohibition order" that prevents them from teaching. This amendment applies in relation to:
 - Each member of teaching staff appointed on or after 1st April 2014
 - Any teacher supplied by an external agency on or after 1st April 2014
 - Since 1 January 2007, the SCR has been in place for all staff and other relevant individuals appointed or chosen on or after that date. The SCR of all schools within EHMAT also includes employees appointed prior to this date.

128 Check

School completes a 128 check on all Trustees / Governors and those staff with responsibility for school finance.

Individuals to list on the SCR

The SCR includes details of:

- All staff who are employed to work at the schools in the Trust.
- All staff who are employed as supply staff to the schools, whether they are employed directly by the school or local authority (LA) or through an agency.
- All staff employed by the LA who work in the kitchen or as cleaners. (Including Agency staff).
- Governors & Trustees
- All other individuals who have been chosen by the school to work in regular contact with children. This includes volunteers, and people brought into the school to provide additional teaching or instruction / care for pupils, but who are not members of staff.
- All other individuals who may have regular visits to school.

Retaining staff details

The Information and Records Management Society (IRMS) has published a Records Management Toolkit for Schools which looks at how long staff details should be retained by schools. This guidance is not specifically about the SCR but its guidance is followed by EHMAT.

Personnel files are kept for six years after the termination of employment and then disposed of securely.

The SCR is checked on a regular basis by the schools Safeguarding Lead and the safeguarding representative for the Local Authority.