



SINGLE CENTRAL RECORD STATEMENT

It is a statutory requirement specified by the Department for Education (DfE) that all schools maintain a live document called the Single Central Record (SCR).

Keeping Children Safe In Education (KSCIE) outlines how schools must maintain a Single Central Record detailing preappointment checks and vetting for all staff, including volunteers, Governors, Trustees, teacher trainees, agency and third-party supply staff. For agency and third-party supply staff, letters of assurance must be in place confirming their employer has carried out the relevant checks.

All schools within the Four Cs MAT use the Trust SCR template. SCRs across the MAT are stored in a centralised secure area with limited access. All details are kept securely in line with the The Data Protection Act 2018 (GDPR) and information will not be disclosed to external parties unless legally bound to or until consent has been provided.

Data recorded on the SCR includes:

| Category | Information Included |
|-----------------------------|---|
| Identity for Staff | Name and address Photo ID Job role Date of birth Start date Evidence used for DBS check |
| | <u>Identity checks for Agency Staff</u> Written confirmation from agency Letter of assurance Identity check on arrival |
| | <u>Identity checks for external organisations</u> Name of organisation Letter of assurance Identity check on arrival |
| Professional Qualifications | Teacher Reference Number via QTS Certificate Qualifications legally required for the job to be undertaken |
| Prohibition Check | A Prohibition Check is completed for all Teaching Staff to ensure they have not been prohibited from teaching (this is received by EPM and can also checked via DfE website). |

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| Letter of Professional Standing | Required for teachers if they have trained or taught abroad. This applies to all countries outside of the UK. |
| Section 128 Check | Academies are required to see whether a person is banned from being involved in the management and governance of schools. (checked via DfE website). |
| Enhanced Disclosure and Barring Service (DBS) | Enhanced DBS certificate number Date of DBS Barred Check List <u>For external organisations:</u> Identity check on arrival Written confirmation from organisation where applicable Letter of assurance |
| Keeping Children Safe in Education (KCSIE) | This confirms that Part One of Keeping Children Safe in Education has been read. |
| Right to Work | Right to Work to be confirmed Evidence used |
| Overseas Check | Criminal records overseas check to be obtained where an employee (over the age of 18) has worked or resided abroad. |
| References | Two satisfactory references |
| Comments | This is a blank field to enable the HR Department to record any relevant notes. |
| Management of SCR | Overview by CEO and MAT Safeguarding Lead Maintenance by HR Departments Termly Audits by the Governing Body |