



Single Central Record (SCR) Policy

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Signed by:

J Watts

Headteacher

Date: 25.11.25

M Shiels

Chair of governors

Date: 10.12.25

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Statement of Intent

Potton Primary School is committed to safeguarding and promoting the physical, mental and emotional welfare of every pupil, both inside and outside of the school premises. We implement a whole-school preventative approach to managing safeguarding concerns, ensuring that the wellbeing of pupils is at the forefront of all action taken.

This policy has been created to ensure that comprehensive safer recruitment procedure and practices are in place to ensure that suitable individuals who are safe to work with children are recruited. The maintenance of an SCR is required as part of this process as it provides schools with a record of all pre-employment checks, ensuring staff are safe to work in the school.

This policy outlines the school's procedure for maintaining an up-to-date SCR in line with government statutory requirements and guidance.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The UK General Data Protection Regulation (UK GDPR)
- Data Protection Act (DPA) 2018
- Equality Act 2010
- The Education (School Teachers' Appraisal) (England) Regulations 2012 (as amended)
- Freedom of Information Act 2000
- Education Act 2002
- The Education (Pupil Referral Units) (Application of Enactments) (England) Regulations 2007
- The School Staffing (England) Regulations 2009
- The School Staffing (England) (Amendment) Regulations 2014
- DfE 'Keeping children safe in education 2025'

This policy has due regard to guidance including, but not limited to, the following:

- DfE 'Maintained schools governance guide'
- DfE 'Staffing and employment advice for schools'
- DfE 'ID checking guidelines for standard/enhanced DBS check applications from 1 July 2021'
- DfE 'Right to work checks: employing EU, EEA and Swiss citizens'
- DfE 'Recruit teachers from overseas'
- Disclosure & Barring Service 'Regulated activity with children in England and Wales'
- UK Visas and Immigration and Immigration Enforcement 'Employer's guide to right to work checks'

This policy operates in conjunction with the following school policies and documents:

- Child Protection and Safeguarding Policy
- Data Protection Policy
- Safer Recruitment Policy
- DBS Policy
- Visitors and Contractors Risk Assessment

- Single Central Record
- Contractors Policy

2. Roles and responsibilities

The governing board will be responsible for:

- Creating a culture that safeguards and promotes the welfare of children in their school or college.
- Taking strategic leadership responsibility for the school's safeguarding arrangements.
- Ensuring that the school complies with its duties under the above child protection and safeguarding legislation.
- Guaranteeing that the policies, procedures and training opportunities in the school are effective and comply with the law at all times.
- Adopting robust recruitment procedures that deter and prevent people who are unsuitable to work with children from applying for or securing employment, or volunteering opportunities in schools and colleges.
- Ensuring that those involved with the recruitment and employment of staff to work with children have received appropriate safer recruitment training.
- Ensuring all prospective members of staff and all employed members of staff have the required level of DBS checks.
- Informing the LA of any decisions made regarding disclosure of information.
- Ensuring appropriate identity checks are undertaken for all existing and prospective employees.
- Applying for an enhanced DBS check for any governors who do not already have one, including a barred list check if, in addition to their governance duties, the governor also engages in regulated activity.

The headteacher will be responsible for:

- Acting in accordance with the 'Headteachers' standards' and the expectations of the school community.
- Maintaining an up-to-date SCR by updating it upon employment of any member of staff, as well as recording the identity and background checks made for other visiting staff to school.
- Ensuring any cover teachers, volunteers, contractors, self-employed workers and/or any other visiting party to school hold the relevant level of security check, including a DBS check.

- Analysing whether any members of staff or returning volunteers, contractors or any other visiting party require an updated DBS check.
- Ensuring the school obtains legible copies of documentation used to prove workers' right to work in the UK, e.g. a copy of a passport.
- Ensuring that documentation evidencing workers' right to work in the UK is up-to-date, especially if visas have an expiry date on them.
- Informing the LA of any decisions made regarding DBS and other security checks.
- Ensuring that the data stored in the SCR is stored safely.
- Acting in accordance with this policy.
- Ensuring that the individual who presents themselves on their first day of employment is the subject of all pre-employment checks. A copy of photographic identification will be checked.

School staff will be responsible for:

- Providing accurate and up-to-date information required for the SCR so that they can continue their employment at school.
- Informing the headteacher of any changes in personal data or additions that need to be made to the SCR.

Volunteers, contractors, self-employed workers and other visiting parties will be responsible for:

- Providing accurate and up-to-date information required for the SCR, so that they can continue their employment at school.
- Informing the headteacher of any changes in personal data or additions that need to be made to the SCR.

3. The SCR

The school will keep an SCR which records all staff working at the school, as set out below:

- All staff, including teacher trainees on salaried routes
- Agency and third-party supply staff, even if they work for only one day
- Any other individual likely to work with, or in close proximity to, the school's pupils, including self-employed workers and contractors where appropriate

The bullet points below set out the minimum information that must be recorded on the SCR. The record will indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed or certificate obtained:

- An identity check
- A standalone children's barred list check
- An enhanced DBS check
- A prohibition from teaching check
- A check of professional qualifications, where required
- A check to determine the individual's right to work in the UK
- Additional checks for those who have lived or worked outside of the UK

For agency and third-party supply staff, the school will also record whether written confirmation from the employment business supplying the member of staff has been received which indicates that all the necessary checks have been conducted (i.e. all the same checks the school would perform on any individual working in the school or who will be providing education on the school's behalf, including through online delivery) and the date that confirmation was received.

The school is aware that self-employed people are not able to make an application directly to the DBS on their own account. When employing the services of self-employed workers and contractors, the school will consider obtaining the DBS check on their behalf.

Checks on governors will include the following:

- An enhanced DBS check
- Confirmation of the individual's identity
- A section 128 check
- A barred list check if they are involved in regulated activity

Checks that have been conducted for governors will be recorded on the SCR.

If risk assessments are conducted to assess whether a volunteer should be subject to an enhanced DBS check, the risk assessment will be recorded on the SCR.

Where appropriate, the school will record any other information it deems relevant. This may include:

- Whether relevant staff have been informed of their duty to disclose relevant information under the childcare disqualification arrangements.
- Checks made on volunteers.
- Any risk assessments that have been conducted to assess whether a volunteer should be subject to an enhanced DBS check.
- Checks made on governors.

- Dates on which safeguarding and safer recruitment training was undertaken.
- The name of the person who carried out each check.

The details of an individual will be removed from the SCR once they no longer work at the school.

4. Storage

There will only be single access to the SCR created on an online spreadsheet, which is password protected.

Copies of documents used to verify the successful candidate's identity, right to work in the UK and required qualifications will be safely stored on their personnel file.

The school will act in accordance with the UK GDPR and DPA 2018 and ensure that copies of DBS certificates and records of criminal information disclosed by candidates are only retained where there is a valid reason for doing so and will not be kept for longer than six months; however, staff must always be prepared to present them upon request.

When information is destroyed relating to checks, the school may keep a record of the fact that vetting was carried out, the result and the recruitment decision.

All certificates will be stored in accordance with the school's Data Protection Policy.

5. Monitoring and review

The SCR will be updated after each instance of an individual attending school in an employment or voluntary capacity, or when any variation to the fields on the SCR is required.

The SCR is a live document and will be updated as and when required, e.g. following each safeguarding check. The SCR will also be reviewed termly by the headteacher and safeguarding governor, ensuring all safeguarding checks are present and up-to-date.

The governing board will review this policy annually. The scheduled review date for this policy is **September 2026**. Any changes to the policy will be communicated to all relevant stakeholders.