Single Central Record Policy
Tees Valley Education Trust

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1. INTRODUCTION

At Tees Valley Education, we are committed to promoting the safety and wellbeing of our staff, pupils and visitors. Ensuring the safety of our academy community is of paramount importance and, as a result, this policy has been created to establish a more comprehensive safer recruitment procedure so that pupils feel safe at school. A Single Central Record (SCR) is required as part of this process as it provides academies with a record of all pre-employment checks, ensuring staff are safe to work in the academy.

To ensure the academy is recruiting suitable individuals for a role, employment checks must be carried out by the Trust, in line with the Trust's Safer Recruitment Selection Policy or Recruitment and Selection Policy. The checks must include identity checks, right to work in the UK checks, varying levels of DBS checks (depending on the role), as well as overseas checks for staff who have lived or worked outside the UK.

2. SCOPE

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

3. LEGAL FRAMEWORK

a. This policy has due regard to legislation, including, but not limited to the following:
- The Data Protection Act 2018
- The General Data Protection Regulation
- The Freedom of Information Act 2000
- The Education Act 2002
- Education (Pupil Referral Units) (Application of Enactments) (England) Regulations 2007
- The Education (Independent School Standards) Regulations 2014

b. This policy has been created with due regard to the following statutory DfE guidance:
- DfE 'Keeping children safe in education'

4. ROLES AND RESPONSIBILITIES

a. The Trust and in conjunction with the Trust Safeguarding Lead is responsible for:
- Ensuring all prospective members of staff and all employed members of staff have an enhanced DBS check.

- Deciding whether any prospective member of staff who holds a criminal conviction is suitable to work within the academy.
- Ensuring the identity of all existing and prospective employees.
- Ensuring DBS checks are carried out on all members of the academy trust, individual charity trustees, and the chair of the board of charity trustees.
- Annual audit of the academy and central SCR to be undertaken by The Trust Safeguarding Lead.
- Bi-annual audit of the academy/central SCR to be undertaken externally by the commissioned Safeguarding service.

b. The Headteacher, DSL and Academy Business Manager (Chief Operating Officer for Central Team) is responsible for:
- 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 the academy.
- Ensuring academy cover teachers, volunteers, contractors and/or any other visiting party to the academy 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 academy 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 Headteacher and Trust Safeguarding lead of any decisions made regarding DBS and other security checks.
- Ensuring that the data stored in the SCR is stored safely and securely.
- Chief Operating Officer to maintain the SCR for Trustees and Members. The SCR must be provided to any academy, that require it for inspection purposes, without delay.
- Must undertake monthly reviews of the SCR as a minimum
- Acting in accordance with this policy.

c. DSL role and responsibilities
- Ensuring all prospective members of staff and all employed members of staff have an enhanced DBS check.
- In discussion with the Headteacher deciding whether any prospective member of staff who holds a criminal conviction is suitable to work within the academy.
- Ensuring the identity of all existing and prospective employees.
- Ensuring DBS checks are carried out on all members of the academy trust, individual charity trustees, and the chair of the board of charity trustees.
- To audit the SCR with the ABM and/or HT on a monthly basis using the latest paid employee list (this can be from the ABM). The audit must be recorded on the SCR's monthly checker log, dated and initials of the DSL/HT/ABM undertaking the checks.

d. All Trust staff, including the Trust Board and Members, are responsible for:
- Providing accurate and up-to-date information required for the SCR so that they can continue their employment and/or voluntary position at the academy.
- Informing the Headteacher/ABM of any changes in personal data or additions that need to be made to the SCR.

e. Volunteers, contractors and other visiting parties are responsible for:

- Providing accurate and up-to-date information required for the SCR, so that they can continue working on academy premise unsupervised.
- Informing the Headteacher/ABM of any changes in personal data or additions that need to be made to the SCR.
- In the instance of contractors, volunteers or other visiting parties not having a satisfactory DBS, the decision to arrange for supervision whilst on site, postpone the visit to a time when children are not on site, or refuse site entry will be at the discretion of the Headteacher.

5. CONTENTS OF A SINGLE CENTRAL RECORD

   a. The SCR must detail checks for any member of staff who will likely come in to contact with a pupil. This includes the following:
- All staff who are employed directly by your school
- All supply staff whether employed directly by the school or through an Agency.
- All regular volunteers who work with children and always those engaged in "Regulated Activity" and for whom checks have been carried out
- Trustees and Members
- People brought into the school to provide regular additional teaching or instruction but who are not staff members, such as self-employed Sports Coaches, Peripatetic Music Teachers, Artists etc.
- Regular contract staff such as contract cleaners or caterers

   b. For all supply/agency staff from a third-party organisation, the academy must obtain written notification that the organisation has carried out all of the relevant checks. It is good practice to keep a paper or electronic record of the confirmation in academy files.

   c. The Headteacher must ensure that the individual who presents themselves on their first day of employment is the subject of all pre-employment checks.

   d. Academy records must include the following checks and indicate whether and when they have been carried out, and the date on which each check was completed/certificate obtained:
- An identity check
- A barred list check
- An enhanced DBS check
- A prohibition from teaching check
- Right to work in the UK check
- Professional qualifications check, where required
- For individuals who have lived or worked outside of the UK, a letter of professional standing issued by a professional regulating authority in the country / countries in which they worked.
- For supply staff confirmation has been received from the supply agency that they have undertaken relevant checks and the person has brought original ID to confirm who they are.
- A section 128 check, for management, Trustees and Members only
- Initials of who undertook the checks

   e. The SCR must detail all checks carried out in each academy within the Trust. The information will be recorded in a way that allows for details for each academy to be provided separately, and without delay, to those entitled to inspect that information e.g. Ofsted an the DSL/Headteacher.

f. The SCR may also detail the following relevant checks:
- Childcare disqualification checks
- Volunteers
- Safeguarding training dates
- Safer recruitment training dates
- Initials of staff and date who completed the checks

g. The following are not statutory SCR items but are recommended as best practice:
- Position held
- Initials and date of quality assurance check
- Under the Childcare Act - Employee Disqualification Disclosure
- Details of identity check document

h. It is recommended that address and date of birth be held in personnel files only

i. As the SCR is a live document, employees leaving the Trust must be removed from the actual SCR within 14 days of leaving and moved to the archive tab. Therefore all in year leavers will be documented within this tab. This is in line with the Trusts retention policy and GDPR.

j. Archive tab is to be renewed for each new academic year. The previous year's archived tab/s must be retained for 3 years and then deleted. This is in line with the Trust's GDPR and retention records policy.

k. Within the single central record, a monthly checker log must be maintained for all reviews/amendments, deletions and audits. This must be dated and initials of personnel who completed the action/s on the SCR (usually the ABM/HT).

6. STORAGE

a. There will be only one copy of the SCR created on a spreadsheet and located in a secure folder. Access to this folder will be delegated to authorised users only and the file within will be password protected. The ABM and office teams will hold responsibility for editing the SCR in line with their roles and responsibilities.

b. The academy will not keep copies of DBS certificates, but staff/Trustees/Members have to be prepared to present them upon request.

c. The academy will keep a legible copy of employees' evidence for their right to work in the UK, e.g. a copy of their passport on the employees personnel file.

d. All other documentation, such as photocopied proof of qualifications, will be safely stored in a personnel file.

e. All certificates will be stored in accordance with the Trust's GDPR Data Protection Policy.

7. RECOMMENDED TRAINING REQUIREMENTS
- SCR: HT/DSLs/ABMs and office business teams –annually
- Safer recruitment training (mandatory): CEO/COO/HT and DHT – every three years
- Basic Safeguarding Children Training (mandatory): all staff – annually
- Safeguarding Children Training Level 3 (mandatory): DSLs and Deputy DSLs (DDSLs) - every three years
- Refresher training by Trust Safeguarding Consultant, Safeguarding First: DSLs – Termly
- PREVENT Part 1 (mandatory): All staff and Trustees – annually
- PREVENT Part 2 (mandatory): CEO/HT/DHT/DSLs/DDSLs – annually
- Trustee Safeguarding Children Lead Training (mandatory): Trustee Safeguarding Lead - annually

8. **MONITORING AND REVIEW**
   a. The SCR will be reviewed monthly by the Headteacher/ABM and/or DSL, ensuring all safety checks are present and up-to-date.
   b. Trust Safeguarding lead will review all academy and central SCRs at least annually
   c. Bi-annual audit to be undertaken via external safeguarding consultant
   d. The Trust board will review the Single Central Record Policy annually.
   e. Any changes to this policy must be communicated to the Headteacher/ABM and Trust Safeguarding Lead and any staff members affected by the change.

9. **Guiding principle for note:**
   a. Never leave an empty cell. All cells should have recorded either real data, N/A (not applicable) or pending (for new records)
   b. Ensure the reference to the person carrying out the check is meaningful. So simply putting the initials may not be recognised in future years when perhaps the person has left the academy. So insert either the full name or have a key at the bottom showing who the initials relate to, perhaps indicating their full name and role within the academy.