**Single Central Record Guidance for NST schools**

**1. Introduction and background reading**

1.1 Keeping Children Safe in Education (KCSIE) is statutory guidance issued by the Department for Education, covering the duties and responsibilities of schools and colleges in England in relation to safeguarding and promoting the welfare of children, defined as everyone under the age of 18. The document is reviewed regularly and the latest version can be found [here](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1181955/Keeping_children_safe_in_education_2023.pdf).

1.2 KCSIE should be read and followed by:

* governing bodies of maintained schools (including maintained nursery schools) and colleges which includes providers of post 16 Education as set out in the Apprenticeships, Skills, Children and Learning Act 2009 (as amended): 16-19 Academies, Special Post-16 institutions and Independent Training Providers
* proprietors of independent schools (including academies, free schools and alternative provision academies) and non-maintained special schools. In the case of academies, free schools and alternative provision academies, the proprietor will be the academy trust
* management committees of pupil referral units (PRUs), and
* senior leadership teams

1.3 Part 3 of KCSIE addresses safeguarding provision in relation to recruitment practices, including the pre-employment checks that must be carried out by schools, prior to appointments being confirmed. All schools must record these in the Single Central Record (SCR).

**2. Guide for Nottingham maintained schools**

2.1 This document is a summary guide aiming to help NST schools to fulfil their duties to keep and maintaining their SCR.

2.2 The KCSIE Sept 2023 document should be read in full and referenced for further information.

**3. What is a Single Central Record?**

3.1 An SCR is a document which must be kept and maintained by each school, either a hard copy or electronically. It is a statutory requirement for safer recruitment in schools.

3.2 The SCR records all relevant data regarding candidates, those employed by the school and others working there on occasion, to show that each individual has had, and passed, the appropriate background checks, carried out in order to promote safeguarding and the welfare of children.

**4. Who should be included on the SCR?**

4.1 The single central record **must** cover the following people:

**For all schools and academies**

a) **all employed staff**

b) **teacher trainees on salaried routes**

c) **agency, supply and other third-party workers** (including contractors), even if they work for one day detailing:

* a letter of assurance received from the employment business supplying the worker confirming they have carried out all of the relevant checks and obtained the appropriate certificates.
* the date this confirmation was received; and,
* whether details of any enhanced DBS certificate have been provided in respect of the worker.

d) in additional, **for independent schools (including academies)**, all members of the proprietor body. In the case of academies and free schools, this means the members and trustees of the academy trust.

4.2 Generally, it will not be necessary to include visitors and volunteers; however, there are some exceptions and further guidance can be found on these groups, and on the requirements for categories 4.1 b) to d) in Appendix A.

4.3 It is worth noting that, whilst maintained schools must carry out DBS and Section 128 checks for all members of their governing bodies, these are not a requirement for the SCR; however, please see 6. below for recommended good practice.

**5. What should be included on the SCR?**

5.1 The SCR **must**, as a minimum,indicate that the following checks (appropriate to the individual’s role) have been carried out to the school’s satisfaction, or certificates obtained, and the date on which each check was completed or certificate obtained:

* an identity check, (identification checking guidelines can be found on the GOV.UK website);
* a standalone children’s barred list check;
* an enhanced DBS check (with children’s barred list check for regulated activity) requested/certificate provided;
* a prohibition from teaching check;
* further checks on people who have lived or worked outside the UK (see 7 below);
* a check of professional qualifications, where required; and,
* a check to establish the person’s right to work in the United Kingdom.
* **independent schools (including academies)** **must** record details of the section 128 checks undertaken for those in management positions.

**6. What additional, non statutory information can also be included?**

* 1. Schools are able to record any other information they deem relevant, for example:
* whether relevant staff have been informed of their duty to disclose relevant information under the childcare disqualification arrangements
* checks made on volunteers
* checks made on governors (including DBS and Section 128)
* dates on which safeguarding and safer recruitment training was undertaken
* confirmation that all staff have read KCSIE Part 1, as a minimum; and,
* the name of the person who carried out each check.

6.2 It is worth noting that, whilst not a requirement for the SCR, copies of photographic ID for all employees should be recorded and retained by the school, and may be checked by Ofsted. The action and location of such evidence (e.g. personal file) may be recorded on the SCR.

**7. Individuals who have lived and worked outside of the UK**

7.1 Individuals who have lived or worked outside the UK **must** undergo the same checks as all other staff in schools. This includes obtaining (via the applicant) an enhanced DBS certificate (including children’s barred list information, for those who will be engaging in regulated activity) even if the individual has never previously resided in the UK.

7.2 In addition, schools **must** make any further checks **they think appropriate** so that any relevant events that occurred outside the UK can be considered. These checks **could** include, where available:

* criminal records checks for overseas applicants - Home Office guidance can be found on GOV.UK; and,
* for teaching positions, obtaining a letter (via the applicant) from the professional regulating authority (this is often the Department/Ministry of Education but varies across the world) in the country (or countries) in which the applicant has worked confirming that they have not imposed any sanctions or restrictions, and or that they are aware of any reason why they may be unsuitable to teach.

7.3 Following the UK’s exit from the EU, schools should apply the same approach for any individuals who have lived or worked outside the UK regardless of whether or not it was in an EEA country or the rest of the world.

7.4 To assist schools to establish who has lived and worked outside the UK, and therefore those for whom these additional checks apply, the attached pro forma questionnaire has been provided, to assist schools with their vigilance at the recruitment stage. This requires a signed declaration by the applicant.

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**8. Maintenance, inspection and confidentiality of the SCR**

8.1 A school’s SCR must be kept securely with access limited solely to those staff and Governors who need to have access.

8.2 In most cases, the SCR will be maintained by the school business manager or office manager, or designated responsible colleague, overseen by the SBM/office manager.

8.3 All school must maintain an up to date SCR, at all times. This can be electronic or paper copy. Whichever format is maintained, must be available for inspection, when required, and should be in a printable version.

8.3 Headteachers are responsible for checking the SCR regularly (ideally termly) to ensure that it is being maintained correctly. A record should be kept of this check.

8.4 The safeguarding governor should monitor whether there are appropriate systems in place for maintaining the SCR and keeping it up to date, and will check (ideally termly but annually as a minimum) to make sure that these processes are being carried out. A record should be kept of this check.

8.5 Ofsted inspector will also check the correct completion of the SCR and may spot-check individual records.

8.6 The details of an individual should be removed from the single central record once they no longer work at the school, in line with the school’s data management policy.

**9. SCR template**

9.1 Accompanying this guide is an SCT Template created in Excel for schools to use, if they choose. There is no expectation that existing SCRs are replaced, where they are compliant with DfE expectations.



9.2 All fields on the SCR must be completed.  Where any information is not relevant to that individual/role this should be indicated as ‘N/A’ eg qualifications for a Midday Supervisor. Information inserted into each field/column should be consistent.

9.3 Where a person has multiple roles in a school, there only needs to be one entry on the SCR, showing the role which gives them the most contact with/responsibility for children.

9.4 The name of the person checking information/documents and completing the SCR, along with the date checked, should always be included.  This can be in the form of initials although, where initials are used, a key should added to the SCR for ease of reference.

**Appendix A – Further guidance on non-employees**

**i) Agency and third-party staff (supply staff)**

* Schools **must** obtain written notification from any agency, or third party organisation, that they have carried out the same checks as the school would otherwise perform on any individual who will be working at the school (or who will be providing education on the school’s behalf, including through online delivery).In respect of the enhanced DBS check, schools **must** ensure that written notification confirms the certificate has been obtained by either the employment business or another such business.
* Where the agency or organisation has obtained an enhanced DBS certificate before the person is due to begin work at the school , which has disclosed any matter or information, or any information was provided to the employment business, the school **must**obtain a copy of the certificate from the agency.
* Where the position requires a children’s barred list check, this **must** be obtained by the agency or third party by obtaining an enhanced DBS certificate with children’s barred list information, prior to appointing the individual.
* The school should also check that the person presenting themselves for work is the same person on whom the checks have been made.

**ii) Third party workers (including contractors)**

* Where schools use contractors to provide services, they should set out their safeguarding requirements in the contract between the organisation and the school or college.
* Schools should ensure that any contractor, or any employee of the contractor, who is to work at the school or college, has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity relating to children will require an enhanced DBS check (including children’s barred list information).
* For all other contractors who are not engaging in regulated activity relating to children, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including children’s barred list information) will be required. In considering whether the contact is regular, it is irrelevant whether the contractor works on a single site or across several sites. In cases where the contractor does not have opportunity for regular contact with children, schools should decide on whether a basic DBS disclosure would be appropriate.
* Under no circumstances should a contractor on whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity relating to children. Schools are responsible for determining the appropriate level of supervision depending on the circumstances.
* If an individual working at a school is self-employed, the school should consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.
* Schools should always check the identity of contractors on arrival at the school or college.

**iii) Trainee/student teachers**

* Where applicants for initial teacher training are salaried by the school, the school must ensure that all necessary checks are carried out. If these trainee teachers are engaging in regulated activity relating to children (which in most cases by the nature of the work, they will be), an enhanced DBS check (including children’s barred list information) must be obtained.
* Where trainee teachers are fee-funded, it is the responsibility of the initial teacher training provider to carry out the necessary checks. Schools should obtain written confirmation from the provider that it has carried out all pre-appointment checks that the school would otherwise be required to perform, and that the trainee has been judged by the provider to be suitable to work with children.
* There is no requirement for the school to record details of fee-funded trainees on the single central record. However, schools may wish to record this information under non statutory information.

**iv) Visitors**

* Schools have different types of visitors, those with a professional role i.e. educational psychologists, social workers etc. those connected with the building, grounds maintenance, children’s relatives or other visitors attending an activity in school such as a sports day. For visitors provided via a third party see paragraphs 286-289.
* Schools should not request DBS checks or barred list checks, or ask to see existing DBS certificates, for visitors such as children’s relatives or other visitors attending a sports day.
* Headteachers and principals should use their professional judgement about the need to escort or supervise such visitors.
* For visitors who are there in a professional capacity schools and colleges should check ID and be assured that the visitor has had the appropriate DBS check (or the visitor’s employers have confirmed that their staff have appropriate checks. Schools should not ask to see the certificate in these circumstances).
* Whilst external organisations can provide a varied and useful range of information, resources and speakers that can help schools and colleges enrich children’s education, careful consideration should be given to the suitability of any external organisations.
* Schools’ safeguarding policies should set out the arrangements for individuals coming onto their premises, which may include an assessment of the educational value, the age appropriateness of what is going to be delivered and whether relevant checks will be required.

**v) Volunteers**

* Volunteers who are wholly supervised and who do not work frequently i.e. more than 3 times a month with children do not need to be added to the SCR e.g. a parent accompanying children on a school visit.
* Volunteers who are unsupervised and work frequently or intensively and are therefore working in Regulated Activity must have an Enhanced DBS Check with a Children’s Barred List Check in place and must be added to the SCR in the same way as other members of staff.
* For volunteers not engaged in “regulated activity” a written risk assessment should be undertaken to determine whether an Enhanced DBS Check (excluding a Barred List Check) should be obtained. (KCSiE2022’, paragraphs 304 - 307) The completed Risk Assessment should be kept in a school’s local personnel records.