



## 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).

The School Inspection Handbook expects all schools to maintain a Single Central Record detailing checks and vetting carried out on all staff working with students. 'All staff' includes teachers, support staff, Trustees, Governors, supply staff, agency staff and volunteers. Staff on site employed by external organisations are recorded on the SCR if working in regulated activity with students.

All schools within The Four Cs MAT use a standard 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	Prohibition Check is completed for all Teaching Staff to ensure they have not been prohibited from teaching (checked via DfE website).

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