

St Augustine's Academy



Single Central Record (SCR) Procedures

Approved by:

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March 2024

Next review due by:

March 2026

'Let your light shine before others, that they may see your good deeds and glorify your Father in Heaven.'

Matthew 5:16

Contents:

Statement of intent

1. Legal framework
2. Roles and responsibilities
3. Contents of an SCR
4. Storage
5. Monitoring and review

Statement of intent

At St Augustine's Academy, we are committed to promoting the safety and wellbeing of our staff, pupils and visitors. Ensuring the safety of our school community is of paramount importance and, as a result, these procedures have been created to establish a more comprehensive safer recruitment procedure so that pupils feel safe at school. 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.

To ensure the school is recruiting suitable individuals for a role, employment checks will be carried out by the governing board and the Headteacher. The checks will include identity checks, right to work in the UK checks, varying levels of DBS checks (depending on the role), as well as extended European Economic Area (EEA) checks for staff who have lived or worked outside the UK.

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

Note: The school does not collect any Biometric Information.

1. Legal framework

1.1. These procedures have 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 2011
- Education (Pupil Referral Units) (Application of Enactments) (England) Regulations 2012
- The Education (Independent School Standards) Regulations 2014

1.2. These procedures have been created with due regard to the following DfE guidance:

- DfE (2023) 'Keeping children safe in education'

2. Roles and responsibilities

2.1. The **governing board** is responsible for:

- Ensuring all prospective members of staff and all employed members of staff have the required level of DBS checks.
- Deciding whether any prospective member of staff who holds a criminal conviction is suitable to work within the school.
- Informing the LA of any decisions made regarding disclosure of information.
- Ensuring the identity of all existing and prospective employees.
- Ensuring DBS checks are carried out on all members of the academy trust.

2.2. The headteacher 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 school.
- Ensuring any cover teachers, volunteers, contractors 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.
- Ensuring that the data stored in the SCR is stored safely.
- Acting in accordance with these procedures.

2.3. The school staff are 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.

2.4. 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 their employment at school.
- Informing the headteacher of any changes in personal data or additions that need to be made to the SCR.

3. Contents of an SCR

3.1. The SCR will detail checks for any member of staff who will likely come in to contact with a pupil. This includes the following:

- A record of pre appointment online checks carried out in accordance with KCSIE 2024
- Full time teachers, supply teachers and trainees
- All other school staff, e.g. senior leaders, teaching assistants
- All members of the governing board
- Any other individual likely to work in close proximity to the school's pupils

3.2. When employing **agency staff** from a third-party organisation, the school will obtain written notification that the organisation has carried out all of the relevant checks.

The school must ensure that the individual who presents themselves on their first day of employment is the subject of all pre-employment checks, by way of having sight of the physical DBS.

A copy of photographic identification will also be obtained.

3.3. School records will include the following:

- An identity check
- A barred list check
- An enhanced DBS check
- A teacher prohibition check
- Right to work in the UK check
- Professional qualifications check
- European Economic Area (EEA) check
- A section 128 check (as necessary)

3.4. The SCR will also detail the following relevant checks:

- Childcare disqualification

Safeguarding training dates and Safer Recruitment training dates will be recorded in a separate document held by the DSL.

4. Storage

- 4.1. The SCR has been created on an online spreadsheet, which is password protected.
- 4.2. The school will not keep copies of DBS certificates, but staff have to be prepared to present them upon request.
- 4.3. The school will keep a legible copy of employees' evidence for their right to work in the UK, e.g. a copy of their passport, and other documentation, such as photocopied proof of qualifications, will be safely stored in a personnel file.
- 4.4. All certificates will be stored in accordance with the school's Data Protection Policy.

5. Monitoring and review

- 5.1. 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.
- 5.2. Records kept on school leavers will be destroyed six months after their departure.
- 5.3. Records for contractors or other visitors for whom a record has been made who have not visited for more than six months will be deleted from the SCR as part of periodic checks.
- 5.4. The SCR will be reviewed annually by the headteacher, ensuring all safety checks are present and up-to-date.
- 5.5. The governing board will review the Single Central Record procedures annually. The scheduled review date for these procedures is March 2026.
- 5.6. Any changes to these procedures will be communicated to the headteacher and any staff members affected by the change.