



## Single Central Record Checklist



### Single Central Record Checklist (Minimum expectations)

(Tick / Comments)

Name of person	
Address	
Date of Birth	
Evidence of ID: Photo/seen by who & date)	
Qualification(s): Required – Yes/No, Evidenced, Date checked/checked by	
DBS Enhanced Check: Date issued/date Rec'd	
Employed prior to 2002? List 99 must have been checked.	
Barred List Check from 2006: Required - Yes/No, Date and by	
Prohibition Check since 2013: Required – Yes/No (Teachers/People with QTS, TA's previously employed as a teacher) Date and by	
Right to Work in UK: Required – Yes/No, what evidence used?, date and by	
EEA Checks since 2016: Required – Yes/No, date and by	
Overseas Checks if not been in UK for last 3 months: Required - Yes/No, Type, Date and by	
s128 Prohibition Check for management positions in Independent schools	

### Useful to record

Start date	
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### Single Central Record (People to include) (In Excel, usually on a separate tab)

Teachers	
Support Staff	
Admin Staff	
Premises Staff	
Governors/Proprietors/Trustees	
Volunteers	
Agency Staff (working in the school for a 'reasonable' length of time)	
Contractors	
Student teachers (if on the school's payroll)	
Additional instructors/coaches/etc	

### Notes

Make sure there are no gaps. Enter 'Yes or No' where appropriate	
SCR is live and holds information at point of recruitment. Archive leavers.	
SCR must include Enhanced Check/Barred List for people appointed after 2006.	
SCR should record, what has been seen, when it was seen and by whom it was	

### Some schools also record on the SCR (Not statutory)

Self declaration (Childcare Disqualification Act)	
Safer Recruitment Training	
References (2) (Checked and Date Received)	
Safeguarding Induction Completed	

Checked by:

Date:

## Single Central Record Notes and Guidance.

Note 1 – Identity Checks – The check should confirm name, date of birth, address and should have been a photographic form of identity (e.g, passport). This check can also help prove the persons eligibility to work in the UK. Evidence should be retained in the personnel file.

Note 2 – A Children’s Barred List check (formerly List 99) must be undertaken on all staff working in schools in regulated activity. If an enhanced DBS (formerly CRB) check has been made this will include a check against the Children’s Barred list. If by virtue of their start date and continuity of service, a member of staff has not been DBS checked, then the school must have undertaken a Children’s Barred List check.

Note 3 – It is a statutory requirement to check, on appointment, that a teacher is not prohibited from teaching. This can be done via the NCTL website and the section referred to as “Employer Access Service”.

Note 4 – There is no mandatory requirement to DBS check other than on appointment however it is Trust policy that checks are made for relevant staff on appointment and at five yearly intervals thereafter without exception.

Note 5 - The school should be able to evidence that it has complied with the Childcare Disqualification Regulations and that staff have been asked to confirm that they are not disqualified under the regulations. This declaration must be made annually on a Trust form.

Note 6 – Eligibility to work in the UK must be confirmed before the employee starts work. The record should indicate the document that was evidenced to confirm that right. UK and EEA nationals have that right (but must be able to prove it!); others will probably need a permit. Refer to HR if there is an doubt or question regarding a potential employees identity or right to work.

Note 7 – Where a qualification is a requirement of the post, it must be checked and confirmed as a part of the record, this includes QTS, NPQH and registration as a teacher with the DfE.

Note 8 – Although you must still undertake a DBS check for staff that have lived overseas, it is necessary to undertake further checks with the country where they lived. These checks may include certificates of good conduct from local police forces or embassies, follow ups to anything that is provided should be made (e.g. call the organisation that sent the document and/or make checks through embassies etc). Questions should and will be asked of any gap in history. Safeguarding is everyone’s responsibility but as managers and recruiting officers it is our job to make our schools as undesirable as possible to an unfit person and to ensure that safer work force and recruitment in practiced at all times.

### General Notes :

Governors – All Governors now require an enhanced DBS check and should be included in a section on your SCR to include section 128 checks for anyone involved in the management of a school.

Volunteers – If they work with children or have unsupervised access to them in your school they should be included (in a separate section) on your record.

Supply Staff – You should ensure that you have written confirmation from the agency that they have carried out all the necessary checks for every member of staff of staff they supply to you (and attach this to the record). They must also tell you when there is any information revealed on the DBS disclosure. We would recommend a model which allows you to check on line and see a photo of the person who is being sent to your school.

Any queries please contact HR.