

Single Central Record (SCR) for School Leaders and Governors – what to look for

Updated February 2022

Why do we do it?

To comply with:

KCSIE September 2021 – Part 3 Safer Recruitment

ISSR 2014 – Part 4 Suitability of staff, supply staff and proprietors

Both of which aim to prevent people who pose a risk of harm from working with children.

Who should be on it?

Anyone who has direct contact with children.

Full and Part Time Staff

Supply Staff

Governors/Trustees/Directors

Central/Executive Team Staff

Regular Visitors/Contractors/Volunteers

Salaried PGCE Students/Trainees

**You do not
need to
include:**

- Ad-hoc visitors
- Parents attending occasional events (school trips)
- Work-experience students
- Occasional volunteers
- Contractors with no contact with children*
- Before/After school hirers of premises*

* Whilst not required to be included on the SCR you must comply with statutory checks

What checks do we need to do?

Depending on who you are checking depends on which checks you do – the SCR template details which checks are required.

- Identity
- Right to work in the UK
- Qualifications
- Employment history
- References
- Medical fitness
- Enhanced DBS disclosure
- Children's Barred List
- Overseas conduct/police checks
- Prohibition from teaching
- Overseas check from professional regulating authority
- Section 128 direction (management only)
- Section 142 direction
- Childcare disqualification (primary/nursery)

What should the SCR look like?

- No blank spaces
- Can be electronic but needs to be printable
- Use N/A if check is not required
- Tabs – Staff, Volunteers, Contractors, Agency
- ONLY current staff – leavers should be removed
- Risk assessments where necessary
- All checks completed at the appropriate time
- Minor admin errors are allowed if they can be rectified
- No allowances for failure to meet statutory requirements

Monitoring and checking the SCR

It is the responsibility of the DSL/HT/Safeguarding Governor to regularly check the SCR – this should be at least once per term (6 times a year/aligned with DSL/Governor calendar) and all checks should be documented.

The SCR is the single biggest source of inspection failure.

Inspection of SCR

Independent Schools Inspectorate (ISI)
Commentary (September 2021) paragraph 635

- “It is possible in the case of older appointments that evidence will not be available to support the production of a fully complete SCR”; so
- “inspectors will look to confirm that several recent appointments have been correctly completed and recorded”; and
- “that reasonable efforts have been made to complete previously omitted checks that were legally required at the time of appointment.”

Inspection of SCR (cont'd)

Two conditions must be met (ISI Commentary paragraph 636)

- “the school must have identified the issues outside of the inspection process and taken appropriate steps to fill gaps so far as practicable”; and
- “there must be a clear track record in relation to recent appointments of properly completed checks demonstrating that the current recruitment process is effective and thorough.”

Tips for a critical review of the SCR – gaps

1. Know what checks are required for each person, according to start date and role (see SCR and DBS Guidance document)
2. Check the start date
3. Are there entries in each box / are there any blanks?
4. If there is a blank, was the check a requirement for that person?
5. If No: enter “N/A” in the box
6. If Yes:
 - i. review the file; and/or
 - ii. discuss with relevant staff
7. Consider remedial action
8. Repeat