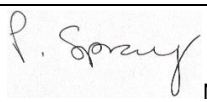
Single Central Record Policy 2025-2026

Spurcroft Primary School & Nursery

This policy is due for review in October 2026

Headteacher	Sign & Date:	 November 2025
Chair of Governing Board	Sign & Date:	 November 2025

1. Introduction

Spurcroft Primary School & Nursery is committed to safeguarding and promoting the physical, mental and emotional welfare of every student, both inside and outside of the school premises. We implement a whole-school preventative approach to managing safeguarding concerns, ensuring that the wellbeing of students is at the forefront of all action taken.

This policy has been created to ensure that comprehensive safer recruitment procedure and practices are in place to ensure that suitable individuals who are safe to work with children are recruited. The maintenance of 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.

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

2. Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The UK General Data Protection Regulation (UK GDPR)
- Data Protection Act (DPA) 2018
- Equality Act 2010
- The Education (School Teachers' Appraisal) (England) Regulations 2012 (as amended)
- Freedom of Information Act 2000
- Education Act 2002

This policy has due regard to guidance including, but not limited to, the following:

- DfE (2020) 'Governance handbook'
- DfE (2021) 'Staffing and employment advice for schools'
- DfE (2022) 'ID checking guidelines for standard/enhanced DBS check applications from 1 July 2021'
- DfE (2021) 'Right to work checks: employing EU, EEA and Swiss citizens'
- DfE (2023) 'Recruit teachers from overseas'
- Disclosure & Barring Service (2018) 'Regulated activity with children in England'
- UK Visas and Immigration and Immigration Enforcement (2023) 'Employer's guide to right to work checks'
- Safer Recruitment Consortium (2022) 'Guidance for safer working practice for those working with children and young people in education settings'

This policy operates in conjunction with the following school policies:

- Child Protection Policy

3. Roles and Responsibilities

The governing board will be responsible for:

- Creating a culture that safeguards and promotes the welfare of children in their school or college.
- Taking strategic leadership responsibility for the school's safeguarding arrangements.
- Ensuring that the school complies with its duties under the above child protection and safeguarding legislation.
- Guaranteeing that the policies, procedures and training opportunities in the school are effective and comply with the law at all times.
- Adopting robust recruitment procedures that deter and prevent people who are unsuitable to work with children from applying for or securing employment, or volunteering opportunities in schools and colleges.
- Ensuring that those involved with the recruitment and employment of staff to work with children have received appropriate safer recruitment training.
- Ensuring all prospective members of staff and all employed members of staff have the required level of DBS checks.
- Informing the LA of any decisions made regarding disclosure of information.
- Ensuring appropriate identity checks are undertaken for all existing and prospective employees.
- Applying for an enhanced DBS check for any governors who do not already have one, including a barred list check if, in addition to their governance duties, the governor also engages in regulated activity.
- Ensuring DBS checks are carried out on all members of the academy trust, individual trustees, and the chair of the board of trustees.
- Ensuring a suitability check is carried out on any new chairs of trustees.

The headteacher will be responsible for:

- Acting in accordance with the 'Headteachers' standards' and the expectations of the school community.

- Maintaining an up-to-date SCR by delegating the updating of the SCR to an appropriate member of staff, and meeting regularly with that person to ensure correct application of this policy.

The staff member maintaining and updating the SCR will be responsible for:

- Ensuring it is updated it upon employment of any member of staff, as well as recording the identity and background checks made for other visiting staff to school.
- 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 this policy.
- Ensuring that the individual who presents themselves on their first day of employment is the subject of all pre-employment checks. A copy of photographic identification will be checked.

School Office staff are responsible for:

- 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.

Other School staff will be 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.

Volunteers, contractors and other visiting parties will be 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.

4. The Single Central Register (SCR)

The school will keep an SCR which records all adults working at the school, as set out below:

- All staff, including teacher trainees on salaried routes
- Agency and third-party supply staff, even if they work for only one day
- All members of the Governing Board
- Any other individual likely to work in close proximity to the school's students (Volunteers)
- Contractors
- People who regularly hire any part of the school grounds.

For staff, the record will indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed or certificate obtained:

- An identity check
- A standalone children's barred list check
- An enhanced DBS check
- A prohibition from teaching check
- A check of professional qualifications, where required
- A check to determine the individual's right to work in the UK
- Additional checks for those who have lived or worked outside of the UK
- A section 128 check for those in management positions

For agency and third-party supply staff, the school will also record whether written confirmation from the employment business supplying the member of staff has been received which indicates that all the necessary checks have been conducted (i.e. all the same checks the school would perform on any individual working in the school or who will be providing education on the school's behalf, including through online delivery) and the date that confirmation was received.

For governors and volunteers, a DBS check is always undertaken and the date of this is recorded on the SCR. Section 128 checks are carried out on Governors. this will also be recorded on the SCR.

The school will record any other information it deems relevant.
This may include:

- That staff have completed the annual childcare disqualification disclosure and that staff have read the most recent Keeping Children Safe in Education
- Checks made on volunteers.
- Checks made on governors.

The details of an individual will be removed from the SCR a year after they no longer work at the school.

The information contained within the SCR will be recorded in such a way that allows for details to be provided separately, and without delay, to all who need to see it, including Ofsted.

5. Timing of checks

When a new staff member joins the school, all pre-employment checks are done and recorded on the SCR.

DBS checks are renewed after 3 years, for staff and volunteers in higher-risk roles. These include, but are not limited to:

- Members of the Senior Leadership Team
- Staff who work 1:1 with children
- All volunteers in school (excluding Governors)
- Relief staff

For all other staff DBS checks will be updated every 5 years, unless a risk assessment completed by the Headteacher indicates that an earlier check is needed.

6. Storage

There will only be **one** copy of the SCR created on an **online spreadsheet, on the school's secure drive.**

Copies of documents used to verify the successful candidate's identity, right to work in the UK and required qualifications will be safely stored on their personnel file.

The school will act in accordance with the UK GDPR and DPA 2018 and ensure that copies of DBS certificates and records of criminal information disclosed by candidates are only retained where there is a valid reason for doing so and will not be kept for longer than six months; however, staff must always be prepared to present them upon request.

When information is destroyed relating to checks, the school may keep a record of the fact that vetting was carried out, the result and the recruitment decision.

All certificates will be stored in accordance with the school's Data Protection Policy.

7. Monitoring and review

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.

The SCR is a live document and will be updated as and when required, e.g. following each safeguarding check.

The SCR will be reviewed **termly** by a member of the Senior Leadership Team or a Safeguarding Governor, ensuring all safeguarding checks are present and up-to-date.

The governing board will review this policy annually. The scheduled review date for this policy is October 2026.