



Three  
Spires  
TRUST

*'Life in all its fullness'*

# Single Central Record (SCR) Policy

<b>Policy owner</b>	CEO
<b>Approver</b>	Trust Board
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## Statement of intent

At Three Spires Trust, we are committed to promoting the safety and wellbeing of our staff, pupils and visitors. Ensuring the safety of our academy communities is of paramount importance and, as a result, this policy has been created to establish a comprehensive safer recruitment procedure to help ensure the safety of pupils at each of our academies. The maintenance of an SCR is required as part of this process as it provides the trust with a record of all pre-employment checks, ensuring staff are safe to work in their academy.

To ensure each academy is recruiting suitable individuals for a role, employment checks will be carried out by the LGB and the principal, in line with the trust's Safer Recruitment Policy. 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 checks for staff who have lived or worked outside the UK so that any relevant events that occurred outside the UK can be considered.

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



## **1. Legal framework**

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

- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- Freedom of Information Act 2000
- Education Act 2002
- The Education (Pupil Referral Units) (Application of Enactments) (England) Regulations 2007
- The Education (Independent School Standards) Regulations 2014
- DfE (2021) 'Keeping children safe in education 2021'
- ESFA (2020) 'Academy trust chair suitability checks: guidance for applicants'

This policy operates in conjunction with the following policies:

- Safeguarding Policy for the Academy
- Data Protection Policy
- Safer Recruitment Policy
- DBS Policy

## **2. Roles and responsibilities**

The Board of Trustees is responsible for:

- Ensuring Enhanced DBS checks are carried out on all members of the academy trust, individual trustees, and the chair of the board of trustees, all members of local governing bodies.
- Ensuring a suitability check is carried out on any new chairs of trustees.

The Local Governing Body 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 academy.
- Informing the LA and the Trust's Director of Safeguarding and SEND of any decisions made regarding disclosure of information.
- Ensuring the identity of all existing and prospective employees.

The principal 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 academy.
- Ensuring any cover teachers, trainee teachers, volunteers, contractors and/or any other visiting party to academy hold the relevant level of security check, including a DBS check and are included on the SCR.

- Analysing whether any members of staff or returning volunteers, contractors or any other visiting party require an updated DBS check.
- Ensuring the academy 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.
- Informing the LA and the Trust's Director of Safeguarding and SEND of any decisions made regarding DBS and other security checks.
- Ensuring that the data stored is uploaded to the online SCR tracker in a timely manner following the recruitment of a member of staff.
- Ensuring that the SCR is solely managed using SCRTracker.
- Acting in accordance with this policy.
- Inform the TRA regarding any staff convictions that may have implications on them working with children

Academy staff are responsible for:

- Providing accurate and up-to-date information, required for the SCR so that they can continue their employment at academy.
- Informing the principal of any changes in personal data or additions, including convictions that need to be made to the SCR or result in a new DBS being carried out.

Volunteers, agencies, 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 academy.
- Informing the principal of any changes in personal data or additions, including convictions that need to be made to the SCR or result in a new DBS being carried out.

### **3. Contents of an SCR**

The SCR will detail checks for the following:

- All staff, including teacher trainees on salaried routes
- All members of the LGB
- Agency and third-party supply staff, even if they work for only one day
- All members and trustees
- Any other individual likely to work in close proximity to the academy's pupils

When employing **agency staff** from a third-party organisation, the academy will obtain written notification that the organisation has carried out all of the relevant checks and obtained the appropriate certificates. This declaration will be included in the SCR along with the date that confirmation was received any enhanced DBS certificate check has been provided in respect of the member of staff.

The principal must ensure that the individual who presents themselves on their first day of employment is the subject of all pre-employment checks and **must** show the original paper DBS before they take up their post.

A copy of photographic identification will be identified

The SCR will record the following checks:

- An identity check
- A barred list check
- An enhanced DBS check requested/certificate provided
- A teacher prohibition check
- Right to work in the UK check
- Professional qualifications check
- Further checks deemed appropriate to allow relevant events that occurred outside the UK to be considered, e.g. criminal records checks for overseas applicants and a letter from the professional regulating authority in the applicant's country
- A section 128 check on all TLR holders and persons in positions of responsibility, including Members, Trustees, Local Governors and Central Team members.

The trust will maintain a trust-wide SCR, which will detail all checks carried out in each academy within the MAT. The information will be recorded in a way that allows for details for each academy to be provided separately, and without delay, to those entitled to inspect that information.

The SCR will also detail the following information:

- Checks for Childcare disqualification
- Checks on Volunteers
- Checks on Governors
- Safeguarding training dates
- Safer recruitment training dates
- The official record that all staff have read Keeping Children Safe in Education (either Part 1 and Annexes B & C, or in full, dependent upon their role)
- First aid training dates
- The date the checks were carried out and by whom.

The details of an individual will be removed once they no longer work at the academy.

## **4. Storage**

There will only be **one** copy of the SCR which is held online at SCR Tracker ([www.scrtracker.com](http://www.scrtracker.com)) and is accessible by the Principal, the SCR administrator and the Trust's CEO and Director of Safeguarding and SEND. Where necessary (due to absence), other members of staff may be granted temporary access. The academy's Designated Safeguarding Lead will be able to access reports, but will not be able to access sensitive data.

The academy will only keep copies of DBS certificates if there is a valid reason for doing so and it will not be kept for longer than six months. Staff must always be prepared to present them upon request. When information is destroyed relating to checks, the academy may keep a record of the fact that vetting was carried out, the result and the recruitment decision.

All documentation used to verify the employee's identity, their right to work in the UK and required qualifications, e.g. photocopied proof of qualifications, will be safely stored in a personnel file.

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

## **5. Monitoring and review**

The SCR will be updated after each instance of an individual attending the academy 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 also be reviewed termly by the principal and by the chair of the LGB, ensuring all safeguarding checks are present and up-to-date.

In accordance with the recommendations from the NCTL expert team, the Academy will carry out prohibition from teaching checks on an annual basis for all staff.

The Trust Board will review this policy annually. The scheduled review date for this policy is August 2022. Any changes to the policy will be communicated to all relevant stakeholders.