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| Version: | 1.2 |
| Member of Staff Responsible: | Chief Executive Officer |
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| Date Reviewed: | 13 th February 2023 13 th May 2024 |
| Reviewed: | Annually |

| Change Record | | |
|---------------|----------|--|
| Version | Date | Description |
| 1.1 | 13/05/24 | Changes to leavers, responsibility for the SCR and auditing of the SCR |
| 1.2 | 14/10/24 | Changes to Auditing of the SCR, Appendix 2 added |
| 1.3 | | |
| 1.4 | | |

Primitas Learning Partnership promotes the safeguarding and welfare of all children in its care; all policies are developed and formulated with this in mind

SINGLE CENTRAL RECORD POLICY

What is a Single Central Record?

Keeping Children Safe in Education (KCSIE) states MATs **must** maintain a single central record of pre-appointment checks, referred to in the Regulations (para 268) as “the register” and more commonly known as “the single central record” (SCR). Each school within Primitas Learning Partnership (PLP) will hold their own SCR but the Trust will have oversight of them.

Who Must be included on the SCR?

The SCR **must** cover the following people:

- All staff employed by Primitas Learning Partnership. This includes teacher trainees on salaried routes, agency and third-party supply staff, even if they work for one day.
- All members of the proprietor body. In the case of academies and free schools, this means the Members, Trustees and Governors of PLP.
- Volunteers who regularly work with children.
- Contracted workers working on the school property. Once they have completed their contract with the school, they can be removed from the SCR.
- People brought into the Academy to provide regular additional teaching or instruction but who are not staff members eg Sports Coaches, Peripatetic Music Teachers, etc
- Schools must continue to keep staff who are on maternity leave on the SCR, as they are still employed by the school.
- Visitors who are in an Academy or the Central offices on a ‘regular’ basis must be on the SCR. In this context ‘regular’ means carried out by the same person frequently (once a week or more often), or on 4 more days in a 30 day period.

Format of the SCR

All Academies and the Central Team should use the PLP SCR template and not add or delete headings. They must also comply with the arrangements detailed in the Policy.

The SCR must be accessible to the Headteacher, Academy Safeguarding Lead, a designated office based member of staff, Chief Executive Officer, HR Managers and Chief Finance & Operations Officer.

What Information must be recorded on the SCR?

PLP uses a consistent SCR format across all Academies which includes:

- Identity check
- Service dates
- Enhanced DBS, Barred list check, Stand alone children’s barred list check
- Qualifications
- Teacher QTS and Prohibition from teaching check for anyone employed as a Teacher or in teaching work eg Teachers, Cover Supervisor, Teaching Assistants, HLTAs
- Section 128 check (for those in management positions in the Academies)
- Childcare Disqualification Declaration
- Right to Work check
- Overseas checks on people living or working outside of the UK in the last 5 years.
- Medical check
- References
- Change of name

- On line check
- Notes – This section would be completed if a DBS certificate has not arrived before the member of staff starts their employment. You must include the date a barred list check and a risk assessment has been carried out.

In respect of these checks, the SCR must record:

- Whether the check has been carried out
- What evidence has been seen
- The date and initials of the person carrying out the check

A field must never be left empty. If not applicable insert N/A.

DBS Checks

If the Headteacher requires an individual to start work in regulated activity before the DBS certificate is available, then a Children's Barred List check must be completed either via the DBS Tracking Service or for teachers, via the Teaching Regulation Agency (Employer Access) and record on the SCR. A risk assessment must be completed and held on the personnel file. However, if an individual has a current DBS certificate the information can be included on the SCR under notes until the schools check has been returned. The Headteacher will make the decision as to whether it is appropriate for this person to start employment after reviewing this document. As a minimum, the individual must be appropriately supervised and all other checks, including a barred list check, must have been completed.

Staff Leavers

All staff leaving the Academy must be taken off the SCR on the day they leave the Trust.

Responsibility for the SCR

There is a legal duty for Multi-Academy Trusts to maintain a SCR which covers all of its academies. This can be maintained on one single document or on a separate document for each academy. In Primitas each academy holds a SCR that relates to its own employees, with the Trust ensuring that it is being kept and maintained correctly via the Trust HR Manager.

Primitas hold a SCR for the Central Team. The Trust ensures that it is being kept and maintained correctly via the Safeguarding Trustee.

Responsibility for maintaining and entering information into the SCR has been delegated to the individual Academies.

Auditing of the Single Central Record

The Chief Executive Officer is responsible for carrying out the operational task of physically checking the Central Team SCR to ensure all the relevant sections are complete and up to date on a termly basis.

The Headteacher is responsible for carrying out the operational task of physically checking the SCR to ensure all the relevant sections are complete and up to date on a termly basis. See Appendix 2

The Safeguarding Trustee is responsible for the strategic task of monitoring that the Chief Executive Officer is maintaining their statutory duties by ensuring the SCR is compliant as stated in the

Governance Handbook. Checks should be carried out by the Safeguarding Trustee on a termly basis. See Appendix 2

The Safeguarding Governor is responsible for the strategic task of monitoring that School Leaders are maintaining their statutory duties by ensuring the SCR is compliant as stated in the Governance Handbook. Checks should be carried out by the Safeguarding Governor on a termly basis.

The Trust HR Managers should check the SCR every term, in accordance with the Trust's SCR Audit Proforma.

Storing the SCR

The SCR must be kept in electronic form and password protected.

Types of DBS Checks

'Keeping Children Safe in Education' explains the different types of DBS check available for those working with children. They are:

Basic DBS Check - this provides details of convictions and conditional cautions considered to be 'unspent' under the terms of the Rehabilitation of Offenders Act 1974.

Standard DBS Check – this provides information about convictions, cautions, reprimands and warnings held on the Police National Computer (PNC), regardless or not of whether they are spent under the Rehabilitation of Offenders Act 1974. The law allows for certain old and minor matters to be filtered out.

Enhanced DBS check – this provides the same information about convictions, cautions, reprimands and warnings held on the Police National Computer (PNC) as a Standard DBS check, plus additional information held by the police such as interviews and allegations. Additional information will only be disclosed where a chief police officer reasonably believes it to be relevant and considers that it ought to be disclosed. The position being applied for/or activities being undertaken must be covered by an exempted question in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and by provisions in the Police Act 1997 (Criminal Records) Regulations 2002.⁷⁵

Enhanced DBS check with children's barred list information – where people are working or seeking to work in regulated activity relating to children, this allows an additional check, to be made, about whether the person appears on the children's barred list, along with a check of the Police National Computer records plus additional information held by the police as above. The position being applied for or activities being undertaken must be eligible for an enhanced DBS check as above and be for a purpose listed in the Police Act 1997 (Criminal Records) (No2) Regulations 2009 as qualifying for a barred list(s) check. In addition, this check can also include information as to whether an individual is subject to a section 128 direction. However, they have to use specific wording in the position applied for field.

A check for barred list information can only be carried out on individuals who are in regulated activity. Keeping Children Safe in Education explains that, in a school:

Most staff in a school will be engaging in regulated activity relating to children, in which case an enhanced DBS certificate which includes barred list information, will be required.

Regulated Activity

KCSIE refers to a person will be engaging in regulated activity with children if as a result of their work they:

- will be responsible, on a regular basis in a school or college, for teaching, training instructing, caring for or supervising children.

- will be working on a regular basis in a specified establishment, such as a school, or in connection with the purposes of the establishment, where the work gives opportunity for contact with children.

Or

- engage in intimate or personal care or healthcare or any overnight activity, even if this happens only once.

Who needs a DBS?

| Role | Enhanced DBS Check | Bared List Check | Notes |
|------------------------------|---|---|--|
| New Schools Staff | Yes | If in regulated activity | All new school staff will need an enhanced DBS check (regardless of whether they hold a DBS certificate) and if they are engaging in regulated activity will need a barred list check too. Most staff employed by the school will be in regulated activity, as they will be working at the school regularly in a position that provides the opportunity for contact with pupils. |
| Agency/Third Party Staff | Yes – To be completed by employer organisation | If in regulated activity – To be completed by employer organisation | Schools must obtain written notification from the organisation that employs the staff member that the necessary checks have been carried out. These are the same checks that the school would carry out. This should be recorded on the SCR. The supply person must show their DBS Certificate and photo ID when they commence work at the school. |
| Contractors | Schools should ensure that any contractor has the appropriate level of DBS checks. Schools should check identity of any contractor on arrival at school. | | |
| Members, Trustees, Governors | Yes | If in regulated activity | Academy Members, Trustees and Local Governors will all require enhanced DBS checks. They will only need barred list checks if also engaging in regulated activity. Being a Trustee or Governor does not automatically entail engaging in regulated activity. |
| Trainee Teachers (salaried) | Yes | If in regulated activity | Trainee teachers who are salaried by the school will need the same pre-appointment checks as other school staff, and will need to be recorded on the single central record (SCR). The school is responsible for carrying out these checks. |
| Role | Enhanced DBS Check | Bared List Check | Notes |

| | | | |
|--|--|---|--|
| Trainee Teacher (fee funded) | Yes - to be completed by the Initial Teacher Training provider | If in regulated activity - to be completed by the Initial Teacher Training provider | Where trainee teachers are fee-funded, it is the responsibility of the initial teacher training provider to carry out the necessary checks. Schools should obtain written confirmation from the training provider that these checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children. |
| Volunteers (Supervised) | Yes | No | There is no requirement to obtain an enhanced DBS check for supervised volunteers, but PLP advise a check to be carried out. If supervised, a volunteer is not in regulated activity, and so a barred list check cannot be obtained. |
| Volunteers (Unsupervised) if in regulated activity | Yes | If in regulated activity | Where a volunteer is unsupervised and will teach or look after children regularly, or provide one-off personal care, they are in regulated activity. Volunteers must not be left unsupervised if no checks have been carried out on them. |
| Visitors | No | No | Schools do not have the power to request DBS or barred list checks for visitors, or to ask to see their DBS certificates. Headteachers should use their professional judgement to decide whether a visitor needs to be escorted or supervised. |

Single Central Record (SCR) Completion Guidance

- 1.1 Keeping Children Safe In Education 2022 Part 3: Safer recruitment, stipulates the pre-employment checks which should be undertaken for staff in schools and recorded in a Single Central Record (SCR).
 - 1.2 All schools must have a Single Central Record (SCR) to meet the statutory regulatory framework and Ofsted Inspection framework.
 - 1.3 The SCR records all staff employed directly by the Trust, Volunteers Members, Trustees and Governors. All fields should be completed.
 - 1.4 Supply staff - Before a new employee starts, the school should record on the SCR the date written confirmation has been received from the external business supplying the member of supply staff, that all of the relevant safer working checks have been completed. The employing supply agency should also confirm with the school the date(s) on which these checks were undertaken.
 - 1.5 Volunteers - Where checks are carried out on volunteers, schools should record this on the SCR.
 - 1.6 Members, Trustees and Governors - All Members, Trustees and Governors require an enhanced DBS certificate. If a Member, Trustee or Governor is involved in any regulated activity the requirement is for an enhanced DBS certificate with children's barred list check.
 - 1.7 The following notes will assist schools in the completion of the SCR. The HR Managers have provided a SCR template, which schools should use to record the necessary checks and the details of the person who has made each check.
2. Action to be taken by the school
- 2.1 In order to verify that the school has checked the employee's or volunteer's details, each entry must show the name of the person nominated by the school to make the check and the date when the check was completed. Volunteer's details should be listed on the SCR if the volunteer works in regular contact with children. The nominated person making the check should be determined by the school. A copy of all relevant original documents should be kept on the employee's personal file. The only document your school is not required to keep is a copy of the DBS disclosure certificate, but you must record the disclosure number and date and the date the DBS Certificate was viewed. For any staff who have worked with children and who leave their employment at your school it is recommended that the personal file should be kept for 6 years.

Guidance on completion of SCR

| Column | Evidence required and how to populate the field | Any Relevant Guidance Notes | Stage completed at |
|------------------------------------|---|---|-------------------------|
| Employee's job role and start date | | Insert full name | |
| Identity Check | <p>Photographic identification - Passport, photo driving licence</p> <p>Address - Utility bill or bank statement</p> <p>Date of birth - Birth certificate, passport, driving licence</p> <p>State what evidence has been seen, initials of the person carrying out the check and the date the check was carried out</p> | <p>Check surname, forename, DOB and home address.</p> <p>Seek photographic identification and compare for likeness to the applicant.</p> <p>Check the details match with that provided on application form.</p> <p>Check the full legal name is entered onto the SCR and not an abbreviation of the name.</p> <p>Check that the bill is dated within 3 months (12 months for a Council Tax bill)</p> <p>The document must contain the person's name along with the current address</p> <p>Addresses must be completed in full eg including the postcode</p> <p>Copy the documents, sign and date that the original has been seen. Retain on employee's personnel file</p> | Interview stage |
| Service Dates | Continuous Service date | <p>Continuous service date includes all other associated employers eg LA.</p> <p>Post – Include all job titles if an employee has more than one role.</p> | Conditional offer stage |
| Children's Barred List Check | Date of check, initials of the person carrying out the check | <p>When an enhanced DBS check is requested a Barred List check is also carried out.</p> <p>A Children's Barred List check must be undertaken on all staff working in schools in regulated activity.</p> | Conditional offer stage |
| DBS | Disclosure number, date cleared, initials of the person carrying out the check, date DBS certificate seen, initials of person who has seen the DBS certificate | <p>If in regulated activity and Enhanced DBS with Barred List check.</p> <p>Do not keep copies of the DBS certificate on file. New employees must show their new DBS certificate on receipt.</p> <p>You may ask candidates to bring the relevant documents necessary for the DBS check to be made, but after the interview shred them if they are not the preferred candidate. The actual DBS check is undertaken as part of the conditional offer stage.</p> | Conditional offer stage |

| Column | Evidence required and how to populate the field | Any Relevant Guidance Notes | Stage completed at |
|-----------------------------------|--|--|-------------------------|
| Qualifications | Relevant qualifications if required | Record the professional qualifications that are a requirement of the job eg Qualified Teacher Status (QTS). You are only required to state the qualifications that are essential to the role. If the person has an overseas qualification and you are unsure of its comparability to a UK qualification this can be checked on NARIC. Copy the document, sign and date that the original has been seen. Place a copy on the employee's personnel file | Interview stage |
| Teacher QTS and Prohibition check | Date of check, initials of the person carrying out the check | Teacher QTS – This check should be completed for all teaching staff. The check is carried out via the Employer Access Service. Alongside the Prohibition from teaching check, schools can check: <ul style="list-style-type: none"> • Teachers' personnel details • Initial teacher training qualifications • Qualified teacher status • Induction status • Supplementary qualifications • Details of any active sanctions • A suspension or conditional order imposed by the General Teaching Council for England that is still current • Section 128 Directions check • Barred list check A Prohibition from teaching check should be carried out for anyone employed as a Teacher or in teaching work eg Teachers, Cover Supervisor, Teaching Assistants, HLTAs. | Conditional offer stage |
| Section 128 | Date of check, initials of the person carrying out the check | The Section 128 barring direction list contains individuals who are barred from taking part in the management of an Academy. The check is carried out via Employer Access. For Teachers: Once the teacher's record is displayed, you will see the 'claim teacher' function. If this teacher is employed by your school and you wish to claim them, please click on 'claim teacher' and the teacher will then feature on the list of teachers for your school. The 5 checks will then be done automatically | Conditional offer stage |

| Column | Evidence required and how to populate the field | Any Relevant Guidance Notes | Stage completed at |
|-------------------------------|--|--|-------------------------|
| | | <p>For all other staff, in addition volunteers, Members, Trustees and Governors in regulated activity:</p> <p>For all other non-teaching staff, volunteers, Members, Trustees and Governors you will need to manually scrutinise each list separately to see if the name of your prospective employee is listed.</p> <p>The checks should include a check of any previous names for the prospective employee.</p> | |
| Childcare Disqualification | <p>Self Declaration Form completed by new employee.</p> <p>Date of check, initials of the person carrying out the check</p> | <p>Applies to staff working with young children eg primary schools, nurseries. Predominately working with children aged 5 and under, including reception, but also those in wraparound care for children up to the age of 8 eg breakfast clubs and after school care.</p> <p>This declaration is included on the Self Declaration Form and should be filed on the personnel file.</p> | Conditional offer stage |
| Right to Work in the UK check | <p>Passport, birth certificate and National Insurance document, work permit</p> <p>State what evidence has been seen, initials of the person carrying out the check and the date the check was carried out</p> | <p>All employees appointed after February 2008 must provide this evidence (which must be retained by the school) of their right to work in the UK. This is mandatory for all employees including British Citizens.</p> <p>The following government website has a tool you can also use to find out which documents an employee needs to produce to prove they are eligible to work in the UK - www.gov.uk/legal-right-work-uk</p> <p>Copy the document, sign and state 'The date of which this right to work check was made (date)'</p> <p>Retain on employee's personnel file</p> | Interview stage |

| Column | Evidence required and how to populate the field | Any Relevant Guidance Notes | Stage completed at |
|-----------------------------------|--|--|-------------------------|
| Overseas Check (where applicable) | <p>These checks are required for candidates that have lived or worked outside the UK in the previous 5 years</p> <p>Record the check carried out, date of check, initials of the person carrying out the check</p> | <p>If a new employee has worked or lived abroad in the last 5 years an overseas criminal records check must be carried out.</p> <p>Guidance on the application process can be found at https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants</p> <p>For teaching positions – Obtain a Letter of Professional Standing (via the applicant) from the professional regulatory body in the country in which the applicant has worked confirming that they have not imposed any sanctions or restrictions and that they are aware of no reason why there are unsuitable to teach.</p> <p>If the information is returned in a foreign language the document will need to be translated by a certified translator, signed and stamped by the translator. It is recognised that it sometimes proves difficult to obtain the relevant references and checks from overseas. In such circumstances, Headteachers must ensure all reasonable steps have been taken before deciding to appoint. A risk assessment and adjustments will need to be considered and recorded. This will include:</p> <ul style="list-style-type: none"> • Recording and keeping on file -evidence of trying to obtain references and checks from abroad • Seek additional work references in addition to the usual two. • Scrutinise right to work in the UK document <p>Copy the documents, sign and date that the original has been seen. Retain on employee's personnel file</p> | Conditional offer stage |
| Medical Clearance | Record date of clearance and initials of person carrying out the check | Pre-Employment Health Assessment Questionnaire (PEAQ). It may be necessary to ask the new employee to complete an Assessment of Fitness for Work form in addition to the PEAQ depending on the response to the PEAQ questions. | Conditional offer stage |

| Column | Evidence required and how to populate the field | Any Relevant Guidance Notes | Stage completed at |
|-----------------|--|--|---------------------|
| Reference Check | Record date references received | Copies of references should be kept on personnel file within the school. Check that if the candidate currently works in a school that one of the references has been obtained from the Headteacher of their current school. If the candidate hasn't put the Headteacher down as a referee inform the candidate that you will be asking the Headteacher for the reference as per the Recruitment Selection Policy. Check the employment dates stated on the reference form match those on the application form. | Pre interview stage |
| Change of Name | Marriage Certificate, Deed Poll Date document checked | Copy the document, sign and date that the original has been seen. Retain on employee's personnel file | Change of name |
| Online Checks | Date of check, initials of the person carrying out the check | Retain Online checking form on the employee's personnel file. This is only applicable from 01/12/22 when the Trust implemented online searches. | Pre-appointment |
| Notes | Date Risk Assessment carried out, date of Barred List Check and if they have a previous DBS, the DBS Number and date | This section would be completed if a DBS certificate had not arrived before the member of staff started their employment. | |

Note below: The evidence for ID checks, addresses, date of birth and NI number listed above is not an exhaustive list of documentation that can be used as a check.

Please note that retrospective DBS, medical and reference checks should **not** be undertaken. If you do not hold the evidence within school you should state a reason why you have not seen the evidence first hand and ensure that all columns are completed and not left blank on the SCR.

Safer Recruitment and Single Central Record Check Guidance

Purpose of the Safer Recruitment and Single Central Record Check

The purpose of the monitoring checks is to demonstrate compliance with the statutory guidance:

- To ensure that the SCR is comprehensive, accurate and up to date.
- To be satisfied that appropriate safer recruitment policies are in place, embedded and effective.

Preparation

Prior to completing any monitoring checks those completing the checks should be familiar with the following documents:

1. The Primitas Learning Partnership – Safer Recruitment Policy
2. The Primitas Learning Partnership – Single Central Record Policy
3. Part 3 of Keeping Children Safe in Education 2024
4. The Academy Trust Governance Guide 2024

Responsibilities

Primitas Learning Partnership's Single Central Record Policy clearly lays out the varying levels of responsibility for the SCR checks:

- The Safeguarding Trustee is responsible for the strategic task of monitoring that the Chief Executive Officer is maintaining their statutory duties by ensuring the SCR is compliant as stated in the Academy Trust Governance Guide. Checks should be carried out by the Safeguarding Trustee on a termly basis.
This is a high level check to ensure that appropriate processes are in place
- The Safeguarding Governor is responsible for the strategic task of monitoring that School Leaders are maintaining their statutory duties by ensuring the SCR is compliant as stated in the Academy Trust Governance Guide. Checks should be carried out by the Safeguarding Governor on a termly basis.
This is a high level check to ensure that appropriate processes are in place
- The Headteacher is responsible for carrying out the operational task of physically checking the SCR to ensure all the relevant sections are complete and up to date on a termly basis.
This level ensures that the safer recruitment checks have been undertaken
- The Trust HR Managers should check the SCR every half term, in accordance with the Trust's SCR Audit Proforma.
This is a detailed technical check of Academy Safer Recruitment processes

Frequency

Whilst there is no statutory guidance on this, it is recommended that these checks are completed on termly basis by the Safeguarding Trustee, Safeguarding Governor and Headteacher and half termly by the Trust HR Managers or where there has been a period of significant change.

Safer Recruitment and Single Central Record (SCR) – Headteacher Monitoring Check

Academy: Date:

Names of those in attendance:

| | Record Check | Comments/Actions |
|----|---|------------------|
| 1 | Is the SCR kept secure & confidential? | |
| 2 | Are previous archived records retained in line with Data Retention periods? | |
| 3 | What reassurance is there that the SCR has been updated to reflect recent changes in the Academy? e.g. Leavers removed, new starters, change of personal details, qualifications | |
| 3 | What reassurance is there that Right to work, overseas checks, and section 128 checks have been completed where necessary? | |
| 4 | Review each page of the SCR. Are there any gaps in the cells? (if a check is not applicable it should have n/a) | |
| 5 | What reassurance is there that a prohibition check been completed for new staff involved in or previously in teaching work? Were there any alerts and does the Academy have a process for dealing with these if there are any? | |
| 6 | Has the Governor section been updated for any changes? | |
| 7 | Has the contractor list been updated? Are there letters of comfort on file confirming the contractor's approach to safer recruitment and the checks they routinely undertake? | |
| 8 | Has the SCR been updated for the appropriate checks for Trainee/Student teachers? Where the trainee is fee funded does the Academy have on file confirmation that the training provider has carried out the necessary checks? | |
| 9 | Have current volunteers (those in the Academy in the last 3 months) been recorded on the register? Is there a system in place to monitor when volunteers are in the Academy? | |
| 10 | Is there a procedure for recording agency colleagues on the register from day 1 of their engagement with the Academy? Does the Academy have written confirmation from the provider that they have carried out the same checks that the Academy would check? | |
| 11 | What reassurance is there that there are appropriate procedures in place to verify and check references? | |

| | | |
|----|---|--|
| 12 | What reassurance is there that an online check has been completed for new appointees? | |
| 13 | What reassurance is there that documents used to verify the successful candidates identity, right to work and required qualification have been retained on the personal file? | |
| 14 | Have all actions from previous monitoring activity been completed? | |
| 15 | Has a Risk Assessment been carried out if the DBS certificate has not been received? | |
| 16 | Do the recruitment panels have at least 1 person Safer Recruitment trained, is shortlisting completed by 2 people. | |
| 17 | Is the safer recruitment training matrix up to date? | |

Actions to be reviewed at next check

Date of next check

Checked By:.....

Signature:.....

Date:.....

Please note that DSL and Headteachers are not expected to have the technical expertise in regard to these checks, the purpose of the monitoring check is to provide reassurance that the appropriate safer recruitment processes are in place. Please contact HR@primitas should you require any further support.

Safer Recruitment and Single Central Record (SCR) – Safeguarding Governor Monitoring Check

Academy:..... Date:.....

Names of those in attendance:.....

| | Record Check | Comments/Actions |
|----|---|------------------|
| 1 | Is the SCR kept secure & confidential? | |
| 2 | Has the SCR been updated for the new academic year? e.g. new starters added | |
| 3 | Are there procedures in place for completing a prohibition check for new staff involved in or previously in teaching work? Were there any alerts and does the Trust have a process for dealing with these if there are any? | |
| 4 | Is there a process for checking if there have been any staff detail changes, (change in role, name change, qualifications?) | |
| 5 | Have staff leavers been deleted from the register? | |
| 6 | Have current volunteers (those in Academy in the last 3 months) been recorded on the register? Is there a system in place to monitor when volunteers are in Academy? | |
| 7 | Is there a procedure for recording agency colleagues on the register from day 1 of their engagement with the Academy? | |
| 8 | Has the Headteacher checked that all fields have been completed for each person listed (using n/a if the field is not required)? | |
| 9 | If applicable, have the previous actions from the Safeguarding Governor check been completed? | |
| 12 | Is the safer recruitment training matrix up to date? | |

Actions to be reviewed at next check

Date of next check

Checked By:..... Date:.....

Signature:.....

Safer Recruitment and Single Central Record (SCR) – Safeguarding Trustee Monitoring Check

Names of those in attendance:.....

| | Record Check | Comments/Actions |
|----|---|------------------|
| 1 | Is the SCR kept secure & confidential? | |
| 2 | Has the SCR been updated for the new academic year? e.g. new starters added | |
| 3 | Are there procedures in place for completing a prohibition check for new staff involved in or previously in teaching work? Were there any alerts and does the Trust have a process for dealing with these if there are any? | |
| 4 | Is there a process for checking if there have been any staff detail changes, (change in role, name change, qualifications?) | |
| 5 | Have staff leavers been deleted from the register? | |
| 6 | Have current volunteers (those in the Central Team in the last 3 months) been recorded on the register? Is there a system in place to monitor when volunteers are in the Central Team? | |
| 7 | Is there a procedure for recording agency colleagues on the register from day 1 of their engagement with the Central Team? | |
| 8 | Has the CEO checked that all fields have been completed for each person listed (using n/a if the field is not required)? | |
| 9 | If applicable, have the previous actions from the Safeguarding Trustee check been completed? | |
| 12 | Is the safer recruitment training matrix up to date? | |

Actions to be reviewed at next check

Date of next check

Checked By:.....

Date:.....

Signature:.....