

**Four Cs**

**Multi-Academy Trust**

**SINGLE CENTRAL RECORD STATEMENT**

It is a statutory requirement specified by the Department for Education (DfE) that all schools maintain a live document called the Single Central Record (SCR). All schools within The Four Cs MAT use a standard SCR template.

The [School Inspection Handbook](http://www.ofsted.gov.uk/resources/school-inspection-handbook-september-2012) (November 2019)expects all schools to maintain a Single Central Record detailing checks and vetting carried out on all staff working with students. ‘All staff’ includes teachers, support staff, Trustees, Governors, supply staff, agency staff, peris and volunteers. Staff on site employed by external agencies are recorded on the SCR if working with students.

Only HR staff enter and collect the required information during the recruitment process.  All details are kept securely in line with the The Data Protection Act 2018 (GDPR) and information will not be disclosed to external parties unless legally bound to or until consent has been provided.

Data held on the SCR are:

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| **Category** | **Information Included** |
| Identity for Staff | Name and address  Date address and photo evidence seen  Job role (Teacher/Support/Trustee/Governor/Volunteer/External)  Job title  Date of birth  Start date and leave date  DBS evidence used eg Passport, driving licence, date seen, processed by whom and position in College |
| Identity checks for Agency Staff  Written confirmation of completed check received from the agency  Date received and seen by whom |
| Identity checks for Contractors  Name of contractor  Identity of individual confirmed on arrival date  Identity check completed and checked by whom |
| Professional Qualifications | Teacher Reference Number via QTS Certificate  Date evidence seen and by whom  Qualifications legally required for the job to be undertaken |

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| Prohibition Check | Prohibition Check is completed for all Teaching Staff to ensure they have not been prohibited from teaching (DfE website). |
| European Economic Area Authority (EEA) Sanctions | When the EEA authority imposes a restriction on a person’s ability to work as a teacher, this information is shared via the National College for Teaching and Learning via the DfE website. |
| Section 128 Check | Academies are required to check if any budget holders are barred from taking part in the management of an academy. This is checked by referring to the Section 128 list on line. |
| Barred List Check | Barred List Check completed  Date completed |
| Enhanced Disclosure and Barring Service (DBS) | Enhanced DBS check completed  Date of check and by whom  Disclosure number recorded |
| DBS and Barred List check for Agency staff and contractors  Written confirmation received from agency of:   * Enhanced DBS * Barred List Check * Certificate number * Date of check |
| Keeping Children Safe in Education (KCSIE) | This confirms that Part One of Keeping Children Safe in Education has been read. |
| Right to Work | Person’s Right to Work to be confirmed  Check via Government website wizard if needed  Evidence recorded  For permits – evidence required, date visa/permit expires, checked and recorded |
| Overseas Check | Also known as Certificate of Good Conduct. To be obtained where an employee (over the age of 18) has worked or resided abroad. |
| References | Two satisfactory references  Dates received |
| Comments | This is a blank field to enable the HR Department to record any relevant notes. |
| Management of SCR | Overview by CEO  Daily upkeep by HR Departments  Termly Audits by the Governing Body |