

A close-up photograph of a person's hand resting on a computer mouse. The mouse is silver and black, and the hand is light-skinned. In the background, a laptop keyboard is visible, and there are some papers or documents on the desk. The overall scene is brightly lit, suggesting an office or classroom environment.

THAT.
SINGLE
CENTRAL
RECORD

Louis Donald
Director of Safeguarding
Creative Education Trust



‘Louis, have you checked the SCR?’

the Principal asked...

1955

List 99

was a confidential list of people whom the Secretary of State for Education had directed may not be employed by Education settings



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The 'SCR'

Introduction of the requirement for schools and academies to maintain a register of pre-employment checks.

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DBS launched

The Disclosure and Barring Service (DBS), a merger between the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) was created.

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KCISE Launched

'Safeguarding children and safer recruitment in education' remained in place, until replaced by 'Keeping Children Safe in Education', first published by the Department for Education on in **April 2014**.

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2016

Regulated Activity

In **12 May 2016** Keeping Children Safe in Education was updated, to include a new appendix document titled: 'Regulated activity in relation to children: scope'.

The 'SCR'

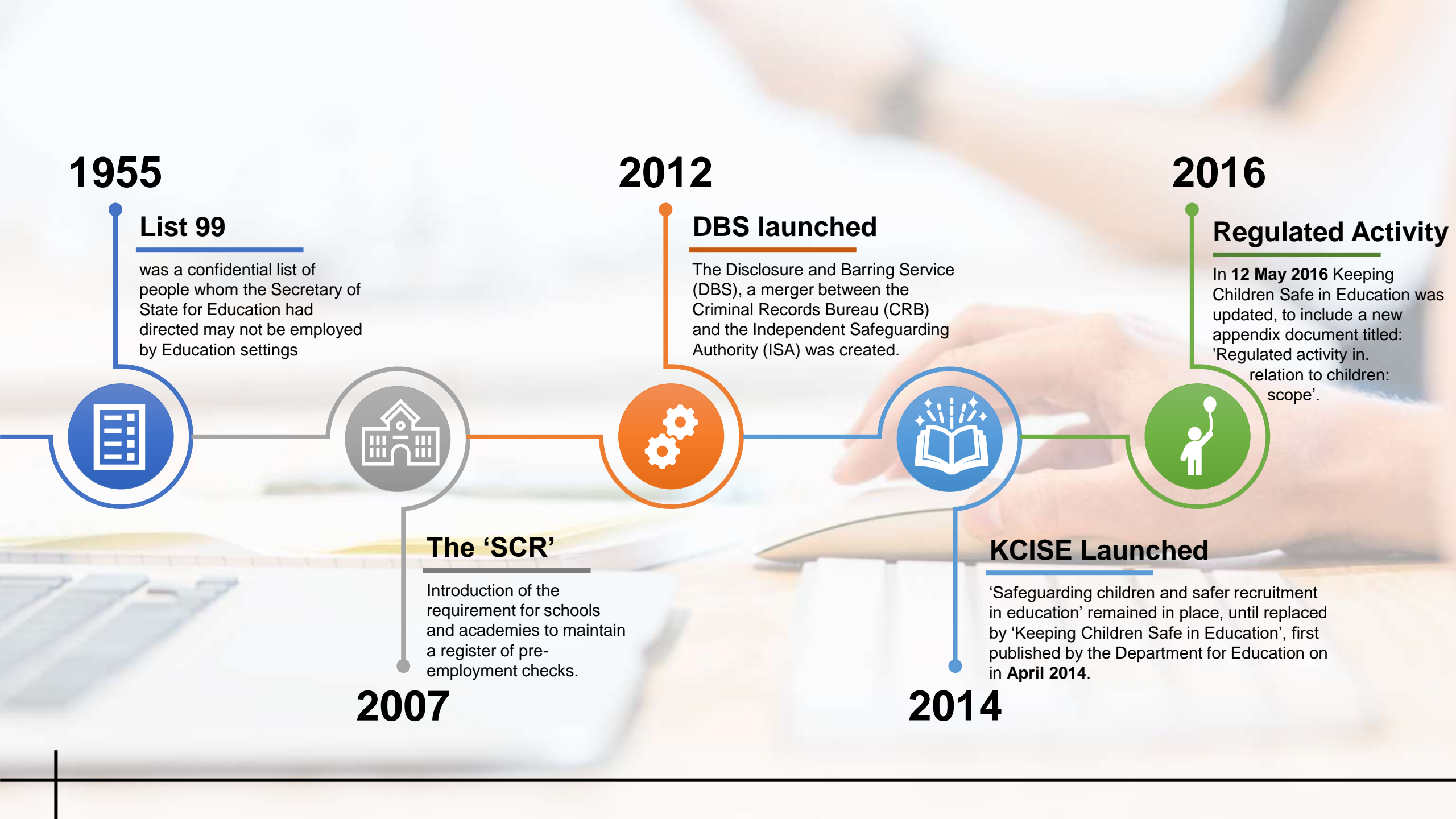
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STATUTORY INSTRUMENTS

2007 No. 1087

EDUCATION, ENGLAND

The Education (Independent School Standards) (England) (Amendment) Regulations 2007

Made	28th March 2007
Laid before Parliament	10th April 2007
Coming into force	1st May 2007

In exercise of the powers conferred on the Secretary of State by sections 157(1) and 210(7) of the Education Act 2002(a), the Secretary of State for Education and Skills makes the following Regulations:

Citation, commencement, application and interpretation

- (1) These Regulations may be cited as the Education (Independent School Standards) (England) (Amendment) Regulations 2007 and come into force on 1st May 2007.
- (2) These Regulations apply only in relation to England.
- (3) In these Regulations, "the principal Regulations" means the Education (Independent School Standards) (England) Regulations 2005(b).

Amendments

- The principal Regulations are amended in accordance with regulations 3, 4, 5 and subject to regulation 6.
- In regulation 3 omit paragraph (c).
- (1) Regulation 4 (interpretation) is renumbered as paragraph (1) of that regulation.
(2) In regulation 4(1) as so renumbered—
 - for the definition of "staff" substitute the following definition—
"staff" means any person working at the school whether under a contract of employment, under a contract for services or otherwise than under a contract and includes a person working as a volunteer but does not include "supply staff";
 - insert the following definitions in the appropriate place in alphabetical order—
"children's suitability statement" has the meaning given by section 113C of the Police Act 1997(c);

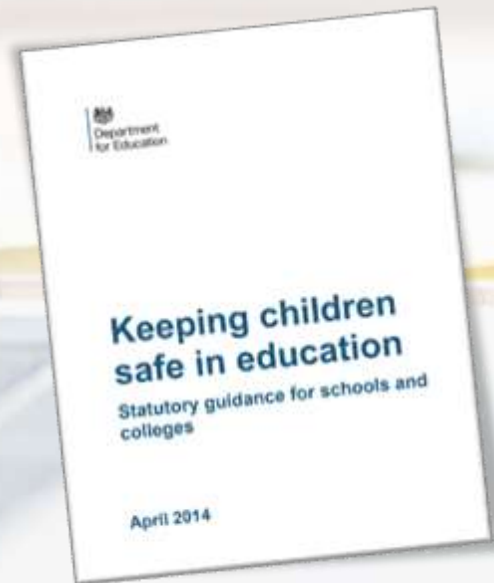
(a) 2002 c.32; section 157 has been prospectively amended by section 47 of the Children Act 2004 (c. 31);
(b) S.I. 2005/1820, as amended by S.I. 2006/3274;
(c) 1997 c.30; section 113C was inserted by section 15(2) of the Justice Organisations Crime and Police Act 2007 (c. 11), amended by article 6(1) of S.I. 2007/1686 and prospectively repealed by section 63(2) of and Schedule 10 to the Supporting Veterans' Groups Act 2006 (c. 47).



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2014



Single central record

268. Schools and colleges **must**⁸⁵ maintain a single central record of pre-appointment checks, referred to in the Regulations⁸⁶ as “the register” and more commonly known as “the single central record”.

Keeping Children Safe in Education (2022)



Single central record

268. Schools and colleges **must**⁸⁵ maintain a single central record of pre-appointment checks, referred to in the Regulations⁸⁶ as “the register” and more commonly known as “the single central record”.

269. The single central record **must** cover the following people:

- **for schools, all** staff, including teacher trainees on salaried routes (see paragraph 296), agency and third-party supply staff, even if they work for one day, (see paragraph 286)
- **for colleges**, details of staff, including agency and supply staff providing education to children under the age of 18, and,
- **for independent schools**, all members of the proprietor body. In the case of academies and free schools, this means the members and trustees of the academy trust.

Keeping Children Safe in Education (2022)



All staff

“**staff**” means any person working at the school whether under a contract of employment, under a contract for services or otherwise than under a contract and includes a person working as a volunteer

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Agency and third-party

‘**Agency and third-party**’ means any person carrying on an employment business, not directly contracted by the school.

Keeping Children Safe in Education (2022)

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“**staff**” means any person working at the school whether under a contract of employment, under a contract for services or otherwise than under a contract and includes a person working as a volunteer

Agency and third-party

‘**Agency and third-party**’ means any person carrying on an employment business, not directly contracted by the school.

Supply staff

“**Supply staff**” means any person working at the school supplied by an employment business.”



The 'SCR'

Introduction of the requirement for schools and academies to maintain a register of pre-employment checks.

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4C.—(1) The proprietor shall keep a register which meets the following requirements.

(2) In relation to each member of staff appointed on or after 1st May 2007, the register shall show whether—

- (a) his identity was checked;
- (b) a check was made to establish whether he is subject to any direction made under section 142 of the Education Act 2002 or any disqualification, prohibition or restriction which takes effect as if contained in such a direction;
- (c) checks were undertaken to ensure, where appropriate, that he had the relevant qualifications;
- (d) an enhanced criminal record certificate was obtained in respect of him;
- (e) checks were made pursuant to paragraph 4(2)(c);
- (f) a check of his right to work in the United Kingdom was made; and
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and the register shall include the date on which each such check was completed or the certificate obtained.



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and the register shall include the date on which each such check was completed or the certificate obtained.

Inputting data relating to staff

Staff information			Identity check		Disclosure and Barring Service (DBS)		Role specific			Overseas checks
Name	Position	Start date	ID seen date	Right to work seen date	Enhanced DBS certificate seen date	Children's Barred List seen date	GTCE/Prohibition from teaching work check date	Date qualifications seen (where applicable)	Section 128 Management check date (where applicable)	Any other overseas checks completion date



the register shall include the date on which each such check was completed or the certificate obtained.

The Education (Independent School Standards) (England) (Amendment) Regulations 2007

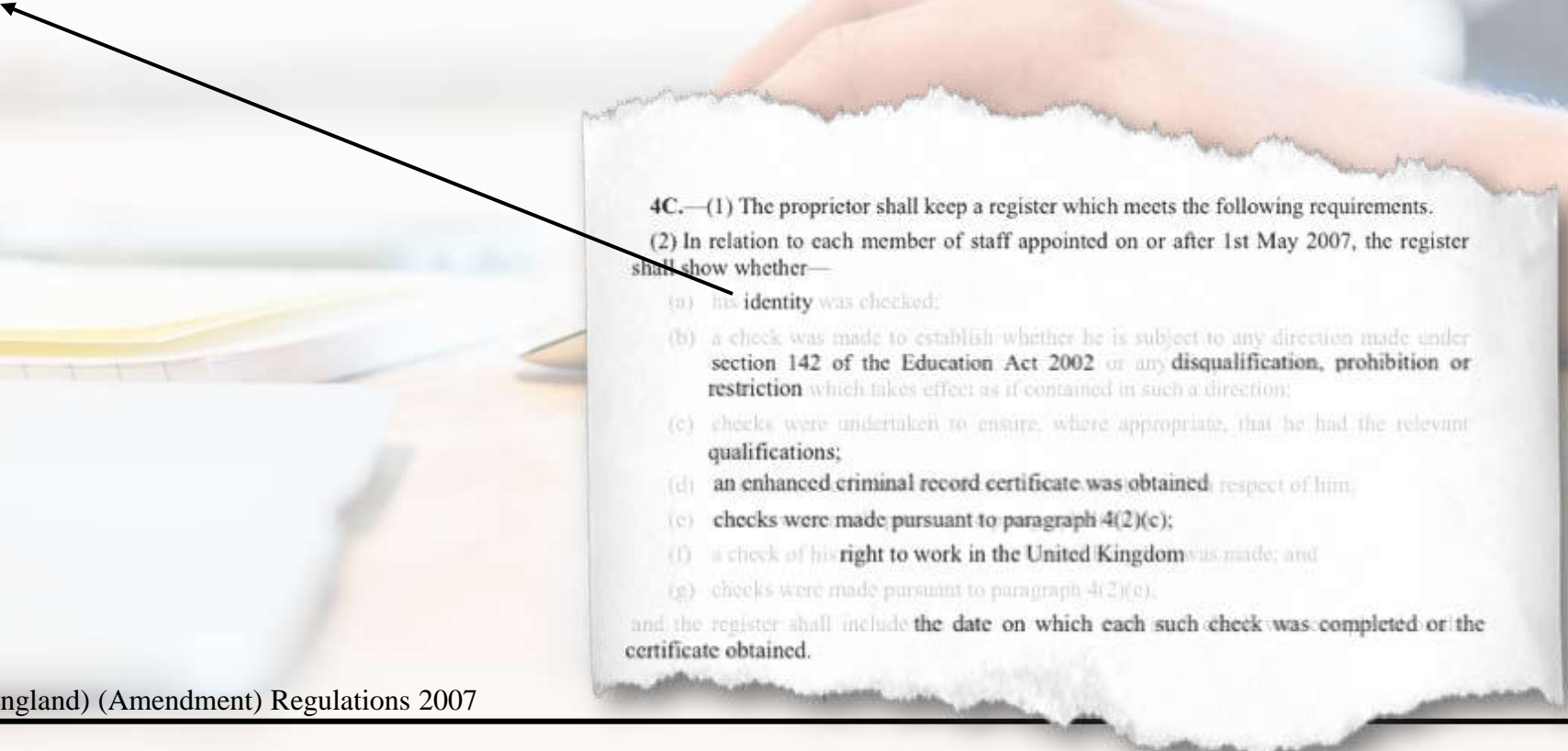


271. The single central record **must** indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed or certificate obtained:

Keeping Children Safe in Education (2022) (DfE)

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and the register shall include the date on which each such check was completed or the certificate obtained.

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Name	Position	Start date	ID seen date			Children's Barred List seen date			Section 128 Management check date (where applicable)	

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Inputting data relating to staff

Staff information			Identity check		Disclosure and Barring Service (DBS)		Role specific			Overseas checks
Name	Position	Start date	ID seen date			Children's Barred List seen date	GTCE/Prohibition from teaching work check date		Section 128 Management check date (where applicable)	

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Inputting data relating to staff

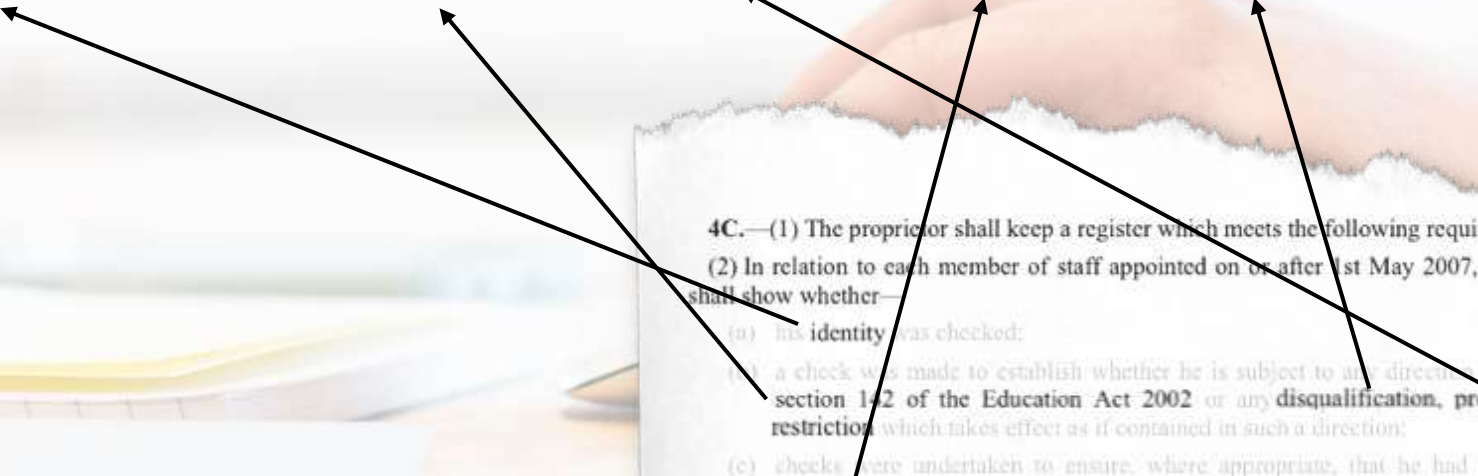
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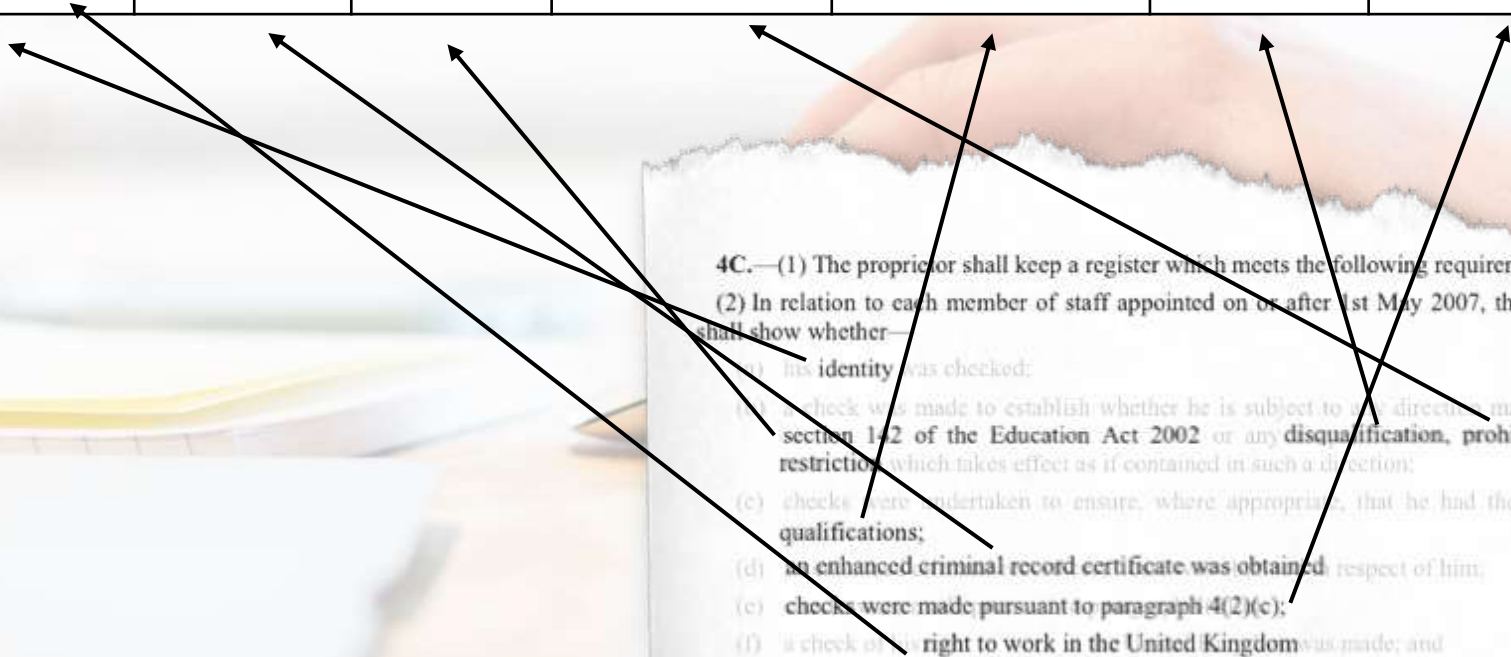
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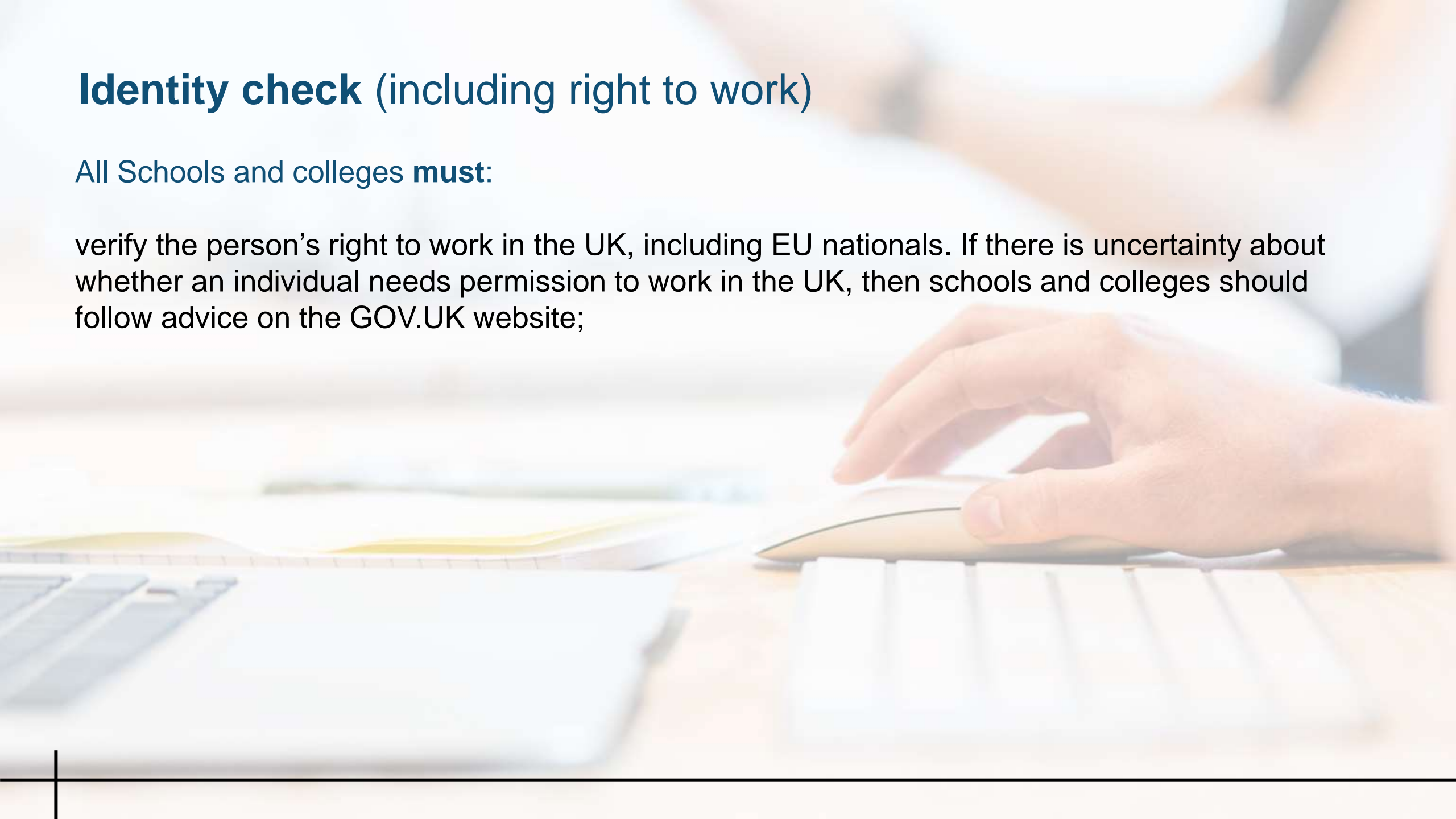
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Identity check (including right to work)

All Schools and colleges **must**:

verify the person's right to work in the UK, including EU nationals. If there is uncertainty about whether an individual needs permission to work in the UK, then schools and colleges should follow advice on the GOV.UK website;



Identity check (including right to work)

- Verify a candidate's identity, it is important to be sure that the person is who they claim to be, this includes being aware of the potential for individuals changing their name.
- Best practice is checking the name on their birth certificate, where this is available. (KCSIE,2022)

CERTIFIED COPY OF AN ENTRY OF AN ENTRY
Deaths Registration Act 1953

BIRTH

Registration District: Newham
Sub-District: Newham
Administrative Area: London Borough of Newham

1. Date and place of birth: January 2012, Newham University Hospital, Plaistow

2. Name and surname: CHILD

3. Sex: Male

4. Name and surname: FATHER

5. Place of birth: _____

6. Occupation: _____

7. Name and surname: MOTHER

8. Place of birth: _____

9. Occupation: _____

10. Usual address of different from place of birth: _____

11. Name and surname of informant: MOTHER

12. Usual address of informant (not to be blank): _____

13. I certify that the particulars entered above are true to the best of my knowledge and belief.

14. Date of registration: February 2012

15. Name given after registration, and surname: _____

16. Signature of registrar: S. James (Deputy)

17. Date: 2.12.12

WARNING: A CERTIFICATE IS NOT EVIDENCE OF IDENTITY.

232. All offers of appointment should be conditional until satisfactory completion of the mandatory pre-employment checks. All schools and colleges **must**:

- verify a candidate's identity, it is important to be sure that the person is who they claim to be, this includes being aware of the potential for individuals changing their name. **Best practice is checking the name on their birth certificate, where this is available.** Further identification checking guidelines can be found on the [GOV.UK](https://www.gov.uk)

Identity check (including right to work)

Step 3: Retaining evidence

You must keep a record of every document you have checked. This can be a hardcopy or a scanned copy in a format which cannot be manually altered, such as a jpeg or pdf document. You should keep the copies securely for the duration of the person's employment and for a further two years after they stop working for you. You should also be able to produce these document copies quickly in the event that you are requested to show them to demonstrate that you have performed a right to work check and retain a statutory excuse.

You must also make a note of the date on which you conducted the check. This can be by either making a dated declaration on the copy or by holding a separate record, securely, which can be shown to us upon request. This date may be written on the document copy as follows: '**the date on which this right to work check was made: [insert date]**' or a manual or digital record may be made at the time you conduct and copy the documents which includes this information. You must be able to show this evidence if requested to do so in order to demonstrate that you have established a statutory excuse. You must repeat this process in respect of any follow up check.

Identity check (including right to work)

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Identity check (including right to work)

Staff information			Identity check		Disclosure and Barring Service (DBS)		Role specific			Overseas checks
Name	Position	Start date	ID seen date	Right to work seen date	Enhanced DBS certificate seen date	Children's Barred List seen date	GTCE/Prohibition from teaching work check date	Date qualifications seen (where applicable)	Section 128 Management check date (where applicable)	Any other overseas checks completion date
Louis Donald	Teacher of Art	01/3/22	01/2/22	01/2/22						

Identity check (including right to work)

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Name	Position	Start date	ID seen date	Right to work seen date	Enhanced DBS certificate seen date	Children's Barred List seen date	GTCE/Prohibition from teaching work check date	Date qualifications seen (where applicable)	Section 128 Management check date (where applicable)	Any other overseas checks completion date
Louis Donald	Teacher of Art	01/3/22	01/2/22	01/2/22						

Enhanced DBS (with barred list information)

Most staff in a school and those in colleges working with children will be engaging in regulated activity relating to children, in which case an enhanced DBS check which includes children's barred list information, will be required.

243. Once the checks are complete, the DBS will send a DBS certificate to the applicant. The applicant **must** show the original paper DBS certificate to their potential employer before they take up post, or as soon as practicable afterwards. Schools and colleges will be able to compare any information disclosed on the certificate with any information shared by the applicant during the recruitment process. DBS guidance on how to check a DBS certificate can be found on [GOV.UK](https://www.gov.uk).

Most staff in a school and those in colleges working with children will be engaging in regulated activity relating to children, in which case an enhanced DBS check which includes children's barred list information, will be required.

The image shows a sample of an Enhanced Certificate from the Disclosure & Barring Service. The certificate is titled 'Enhanced Certificate Page 1 of 2' and includes the following sections:

- Applicant Personal Details:** Surname, Forename(s), Other Names, Date of Birth, Place of Birth, Gender.
- Employment Details:** Certificate Number, Date of Issue, Position applied for, Name of Employer.
- Countersignatory Details:** Registered Person/Body, Countersignatory.
- Police Records of Convictions, Cautions, Reprimands and Warnings:** NONE RECORDED.
- Information from the list held under Section 142 of the Education Act 2002:** NONE RECORDED.
- DBS Children's Barred List information:** NONE RECORDED.
- DBS Adults' Barred List information:** NONE RECORDED.
- Other relevant information disclosed at the Chief Police Officer(s) discretion:** NONE RECORDED.

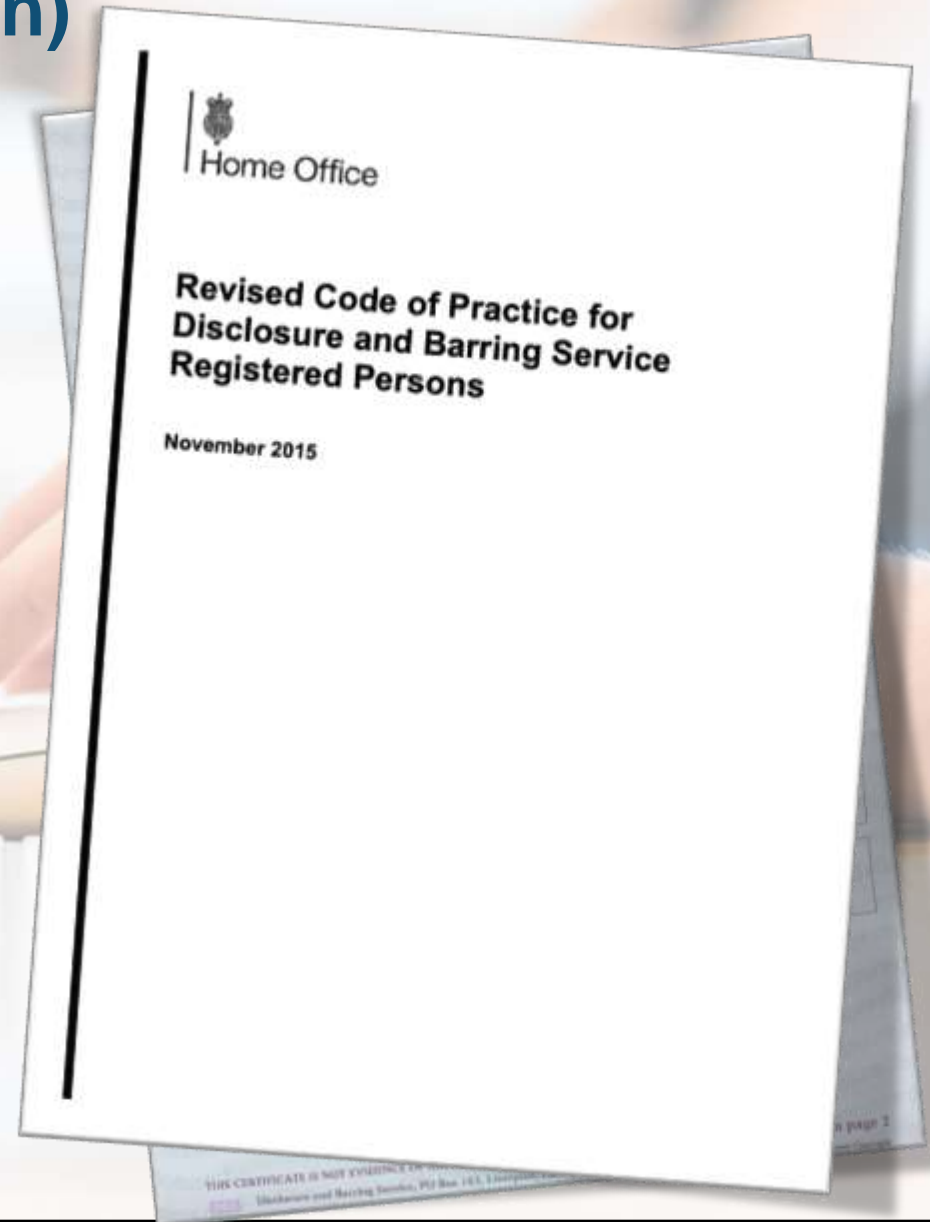
At the bottom, it states: 'Enhanced Certificate This document is an Enhanced Criminal Record Certificate within the meaning of sections 112B and 115 of the Police Act 1997'. It also includes the text 'THIS CERTIFICATE IS NOT EVIDENCE OF IDENTITY' and 'Continued on page 2'.

Enhanced DBS (with barred list information)

The DBS Code of Practice is unambiguous on page 6 that a provider (umbrella body) must:

4. Ensure that a result received as part of an application submitted electronically is not reproduced in such a way that it infers that it is a certificate issued by DBS.

An e-result, therefore, does not constitute a DBS certificate; relying on that e-receipt and not seeing the original paper DBS certificate is malpractice that does not meet statutory requirements outlined in KCSIE.



Enhanced DBS (with barred list information)

247. Where a school or college allows an individual to start work in regulated activity relating to children before the DBS certificate is available, it should ensure that the individual is appropriately supervised and that they carry out **all other** checks, including a separate **children's barred list check**⁷⁶, see paragraph 261 -262.

Separate barred list checks **must** only be carried out in the following circumstances:

- for newly appointed staff who are engaging in regulated activity, **pending the receipt of an Enhanced Certificate with Barred List information** from the Disclosure and Barring Service (DBS) (and where all other relevant checks have been carried out); or,
- where **an individual has worked in a post in a school or college that brought them into regular contact with children or young persons which ended not more than three months prior to that person's appointment** to the organisation (and where all other relevant checks have been carried out).

Enhanced DBS (with barred list information)

Search the DBS Children's Barred List

Schools, colleges, local authorities and universities can use this search to check the children's barred list status when they are considering engaging individuals in regulated activity. It should only be used to check the barred list status of new starters pending the receipt of an Enhanced DBS or where an individual has worked in post in a school/college that brought them into regular contact with children/young persons which ended not more than three months prior to that person's appointment. If a potential match is returned please contact DBS at dbscost@dbs.gov.uk. This check is only permitted for those entitled to ask an exempted question under the Rehabilitation of Offenders Act.

Surname

ABC

Date of birth

dd/mm/yyyy

[Clear fields](#)

I confirm I am entitled to ask an exempted question under the Rehabilitation of Offenders Act

Search Outcome

Identity check (including right to work)

Staff information			Identity check		Disclosure and Barring Service (DBS)		Role specific			Overseas checks
Name	Position	Start date	ID seen date	Right to work seen date	Enhanced DBS certificate seen date	Children's Barred List seen date	GTCE/Prohibition from teaching work check date	Date qualifications seen (where applicable)	Section 128 Management check date (where applicable)	Any other overseas checks completion date
Louis Donald	Teacher of Art	01/3/22	01/2/22	01/2/22	21/2/2022	21/2/2022				

Identity check (including right to work)

When looking across the record, look to see if all checks were completed before the person started work. There is a couple of cases where it might not be, such as the DBS certificate (seen) date; but, and especially regarding the Children's Barred List, the date should always precede the start date.

Compliant:

Staff information			Identity check		Disclosure and Barring Service (DBS)		Role specific			Overseas checks
Name	Position	Start date	ID seen date	Right to work seen date	Enhanced DBS certificate seen date	Children's Barred List seen date	GTCE/Prohibition from teaching work check date	Date qualifications seen (where applicable)	Section 128 Management check date (where applicable)	Any other overseas checks completion date
Louis Donald	Teacher of Art	01/3/22	01/2/22	01/2/22	21/2/2022	21/2/2022				

Not compliant:

Staff information			Identity check		Disclosure and Barring Service (DBS)		Role specific			Overseas checks
Name	Position	Start date	ID seen date	Right to work seen date	Enhanced DBS certificate seen date	Children's Barred List seen date	GTCE/Prohibition from teaching work check date	Date qualifications seen (where applicable)	Section 128 Management check date (where applicable)	Any other overseas checks completion date
Louis Donald	Teacher of Art	01/2/22	01/2/22	01/2/22	21/2/2022	21/2/2022				

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Louis Donald	Teacher of Art	01/3/22	01/2/22	01/2/22	21/2/2022	21/2/2022				

Not compliant:

Staff information			Identity check		Disclosure and Barring Service (DBS)		Role specific			Overseas checks
Name	Position	Start date	ID seen date	Right to work seen date	Enhanced DBS certificate seen date	Children's Barred List seen date	GTCE/Prohibition from teaching work check date	Date qualifications seen (where applicable)	Section 128 Management check date (where applicable)	Any other overseas checks completion date
Louis Donald	Teacher of Art	01/2/22	01/2/22	01/2/22	21/2/2022	21/2/2022				

GTCE/Prohibition from teaching work check

- all schools **must** ensure that an applicant to be employed to carry out teaching work⁶⁹ is not subject to a prohibition order issued by the Secretary of State (see paragraph 253) for prohibition checks or any sanction or restriction imposed (that remains current) by the GTCE (see paragraph 255), before its abolition in March 2012



What is 'Teaching Work'?

The Teachers' Disciplinary (England) Regulations 2012 define teaching work as: **planning and preparing** lessons and courses for pupils; **delivering lessons to pupils**; **assessing the development, progress and attainment of pupils**; and **reporting on the development, progress and attainment of pupils**.

GTCE/Prohibition from teaching work check

Completing the check

Find a teacher

You can use this search to conduct teacher status checks on those individuals you are considering employing in a teaching capacity, and to view the list of those with any active restriction and/or relevant decision against them in relation to teaching in England

TRN Date of birth [Clear fields](#)

- ▶ **Teachers who have failed induction or probation**
- ▶ **General Teaching Council for England (GTCE) sanctions**
- ▶ **Teachers and others prohibited from the profession**
- ▶ **Teachers sanctioned in other EEA member states**
- ▶ **Section 128 barring directions**

For non-qualified teachers, schools can choose to 'claim' an unqualified teacher, or manually search the list of adults prohibited using the 'Teachers Services' portal.

GTCE/Prohibition from teaching work check

Completing the check

Staff information			Identity check		Disclosure and Barring Service (DBS)		Role specific			Overseas checks
Name	Position	Start date	ID seen date	Right to work seen date	Enhanced DBS certificate seen date	Children's Barred List seen date	GTCE/Prohibition from teaching work check date	Date qualifications seen (where applicable)	Section 128 Management check date (where applicable)	Any other overseas checks completion date
Louis Donald	Teacher of Art	01/3/22	01/2/22	01/2/22	21/2/2022	21/2/2022	01/2/2022			

Qualifications

(c) checks were undertaken to ensure, where appropriate, that he had the relevant qualifications;

The legislation (the regulations) does not specify what qualifications must be seen. You must always check the qualifications of a qualified teacher.

As a general principle:

If you state that a qualification is an 'essential requirement' such as a gas certificate for a caretaker or an accountant qualification for your finance manager; you need to see their original certificate, retain a copy, and endorse the SCR with the date you complete the check.

Qualifications

Staff information			Identity check		Disclosure and Barring Service (DBS)		Role specific			Overseas checks
Name	Position	Start date	ID seen date	Right to work seen date	Enhanced DBS certificate seen date	Children's Barred List seen date	GTCE/Prohibition from teaching work check date	Date qualifications seen (where applicable)	Section 128 Management check date (where applicable)	Any other overseas checks completion date
Louis Donald	Teacher of Art	01/3/22	01/2/22	01/2/22	21/2/2022	21/2/2022	01/2/2022	01/2/2022		

Section 128 Prohibition from Management check

- independent schools, including academies and free schools, **must** check that a person taking up a management position as described at paragraph 256 is not subject to a section 128 direction made by the Secretary of State*

A section 128 direction prohibits or restricts an unsuitable individual from participating in the management of an independent school, including academies and free schools. An individual who is subject to a section 128 direction is unable to:

- take up a **management position in an independent school, academy**, or in a free school as an employee;
- be a **trustee of an academy or free school trust**; a governor or member of a proprietor body of an independent school; or,
- **be a governor on any governing body** in an independent school, academy or free school that retains or has been delegated any management responsibilities.

Section 128 Prohibition from Management check

Interesting fact:

The Education and Skills Act 2008, section 128, says that 'the prohibition prevents a person being a governor or trustee; or involved in the management of an independent school, academy or free school.

However, **in maintained schools, the prohibition only applies to being a governor, ie. not 'management'.**

The School Governance (Constitution and Federations) (England) (Amendment) Regulations 2014, explanatory note says that 'a person subject to a direction of the Secretary of State under section 128 of the Education and Skills Act 2008 is disqualified from holding office as a governor of a maintained school.'

Section 128 Prohibition from Management check

Teacher of Art

Staff information			Identity check		Disclosure and Barring Service (DBS)		Role specific			Overseas checks
Name	Position	Start date	ID seen date	Right to work seen date	Enhanced DBS certificate seen date	Children's Barred List seen date	GTCE/Prohibition from teaching work check date	Date qualifications seen (where applicable)	Section 128 Management check date (where applicable)	Any other overseas checks completion date
Louis Donald	Teacher of Art	01/3/22	01/2/22	01/2/22	21/2/2022	21/2/2022	01/2/2022	01/2/2022	N/A	

Assistant Principal

Staff information			Identity check		Disclosure and Barring Service (DBS)		Role specific			Overseas checks
Name	Position	Start date	ID seen date	Right to work seen date	Enhanced DBS certificate seen date	Children's Barred List seen date	GTCE/Prohibition from teaching work check date	Date qualifications seen (where applicable)	Section 128 Management check date (where applicable)	Any other overseas checks completion date
Louis Donald	Assistant Principal	01/3/22	01/2/22	01/2/22	21/2/2022	21/2/2022	01/2/2022	01/2/2022	01/2/2022	

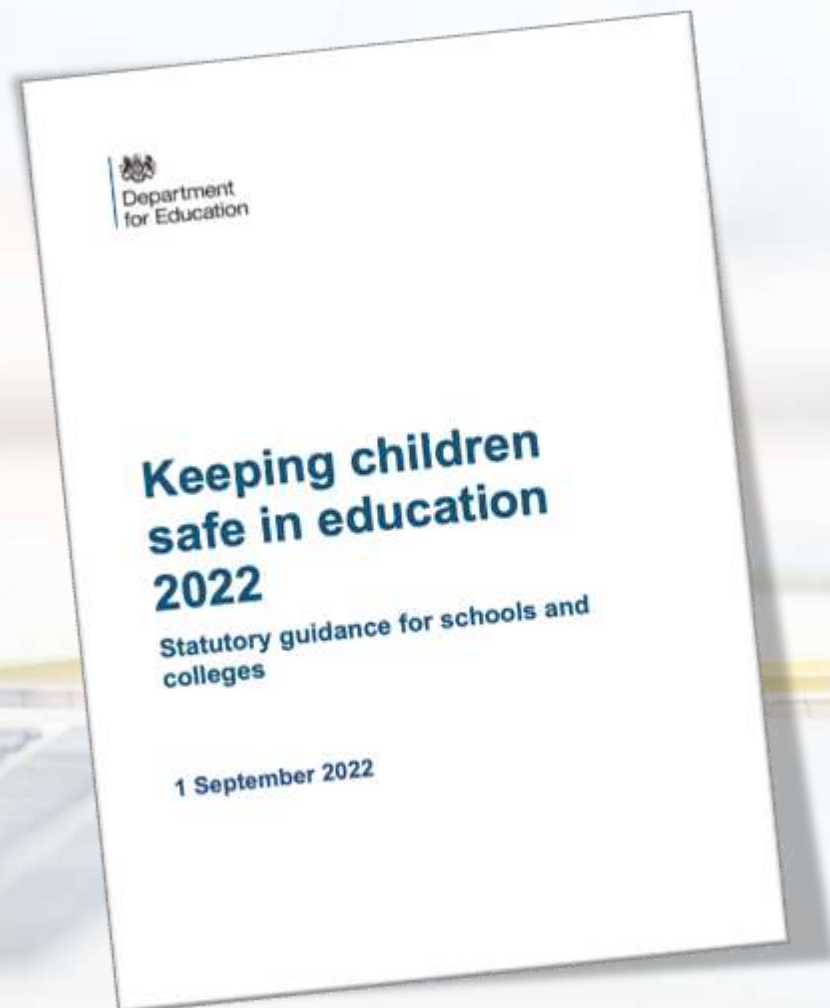
Section 128 Prohibition from Management check

Over-checking is just as bad as under-checking.

It is not better to be 'safe then sorry' – the record, is a storyboard that demonstrates you have undertaken only the checks required and understand your safer recruitment obligations. Plus, sometimes, checking someone against a list that you are not entitled to can be unlawful.

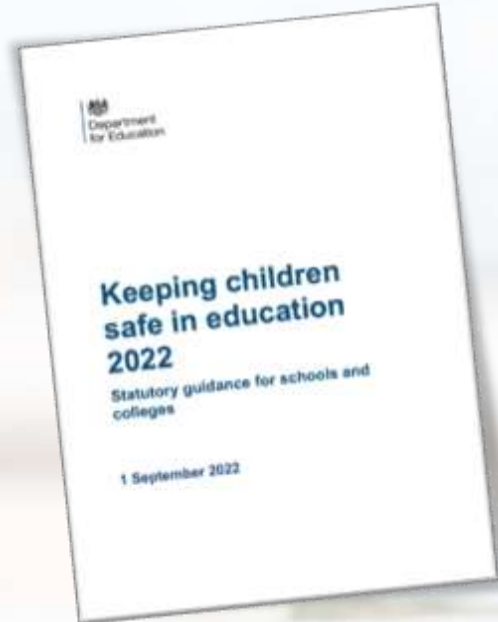
For example: Barred list information **must not** be requested on any person who is not engaging in or seeking to engage in regulated activity (Keeping Children Safe in Education, 2022, DfE).

Overseas checks



280. Individuals who have lived or worked outside the UK **must**⁹² undergo the same checks as all other staff in schools or colleges (set out in paragraphs 232). This includes obtaining (via the applicant) an enhanced DBS certificate (including children's barred list information, for those who will be engaging in regulated activity) even if the individual has never been to the UK. In addition, schools and colleges **must**⁹³ make any further checks **they think appropriate** so that any relevant events that occurred outside the UK can be considered. Following the UK's exit from the EU, schools and colleges should apply the same approach for any individuals who have lived or worked outside the UK regardless of whether or not it was in an EEA country or the rest of the world.

Overseas checks



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KCSIE gives a couple of suggestions of what these other checks could be:

- criminal records checks for overseas applicants
- obtaining a letter (via the applicant) from the professional regulating authority (this is often the Department/Ministry of Education but varies across the world) in the country (or countries) in which the applicant has worked confirming that they have not imposed any sanctions

Overseas checks

Staff information			Identity check		Disclosure and Barring Service (DBS)		Role specific			Overseas checks
Name	Position	Start date	ID seen date	Right to work seen date	Enhanced DBS certificate seen date	Children's Barred List seen date	GTCE/Prohibition from teaching work check date	Date qualifications seen (where applicable)	Section 128 Management check date (where applicable)	Any other overseas checks completion date
Louis Donald	Teacher of Art	01/3/22	01/2/22	01/2/22	21/2/2022	21/2/2022	01/2/2022	01/2/2022	N/A	10/1/2022

Trainee Teachers

HMI: *Do you have any trainee teachers on placement here?*



Trainee Teachers

HMI: *Do you have any trainee teachers on placement here?*

DSL: *Yes, we have 4. They all come from X university and are with us until Christmas, they aren't on a salaried route, and we have a letter of assurance from the provider.*



Trainee Teachers

HMI: *Do you have any trainee teachers on placement here?*

DSL: *Yes, we have 4. They all come from X university and are with us until Christmas, they aren't on a salaried route, and we have a letter of assurance from the provider.*

HMI: *But they are in your building, aren't they?*

Me: **oooo. here we go...*



Trainee Teachers

HMI: *Do you have any trainee teachers on placement here?*

DSL: *Yes, we have 4. They all come from X university and are with us until Christmas, they aren't on a salaried route, and we have a letter of assurance from the provider.*

HMI: *But they are in your building, aren't they?*

Me: **oooo. here we go...*

DSL: *Well, yes, but as per paragraph 297 of Keeping Children Safe in Education, the trainee teachers are fee-funded, so it is their responsibility to carry out the necessary checks.*

We have obtained the written confirmation from the provider that it has carried out all pre-appointment checks we would otherwise be required to perform, and that the trainee has been judged by the provider to be suitable to work with children.

For that reason, there is no requirement for us to record their details on the SCR, and we would only record their details if we did the checks, because they were on a salaried route.

Supply Staff

Part 4. of The Education (Independent School Standards) Regulations 2014 talks about the suitability of staff, supply staff, and proprietors. It gives tells us that we need to do two things:

19.—(1) This paragraph relates to the suitability of supply staff at the school.

(2) The standard in this paragraph is met if—

- (a) a person offered for supply by an employment business to the school only begins to work at the school if the proprietor has received—
 - (i) written notification from the employment business in relation to that person—
 - (aa) that the checks referred to in paragraph 21(3)(a)(i) to (iv), (vii) and (b) have been made to the extent relevant to that person;
 - (bb) that, where relevant to that person, an enhanced criminal record check has been made and that it or another employment business has obtained an enhanced criminal record certificate in response to such a check; and
 - (cc) if the employment business has obtained such a certificate before the person is due to begin work at the school, whether it disclosed any matter or information; and
 - (ii) a copy of any enhanced criminal record certificate obtained by an employment business before the person is due to begin work at the school;

Supply Staff

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 - (aa) that the checks referred to in paragraph 21(3)(a)(i) to (iv), (vii) and (b) have been made to the extent relevant to that person;
 - (bb) that, where relevant to that person, an enhanced criminal record check has been made and that it or another employment business has obtained an enhanced criminal record certificate in response to such a check; and
 - (cc) if the employment business has obtained such a certificate before the person is due to begin work at the school, whether it disclosed any matter or information; and
 - (ii) a copy of any enhanced criminal record certificate obtained by an employment business before the person is due to begin work at the school;

Supply Staff

‘The School Staffing (England) Regulations 2009’

18.—(1) The governing body must ensure that no person supplied by an employment business to a school is allowed to begin work as a teacher or member of support staff at the school unless the authority or (as the case may be) the governing body has received—

(a) written notification from the employment business in relation to that person—

- (i) that it has made the checks referred to in paragraph 5(a)(i) of Schedule 2;
- (ii) that it or another employment business has applied for an enhanced criminal record certificate or has obtained such a certificate in response to an application made by that or another employment business; and
- (iii) whether, if the employment business has obtained such a certificate before the person is due to begin work at the school, it disclosed any matter or information, or any information was provided to the employment business in accordance with section 113B(6) of PA 1997; and

(b) where the employment business has obtained an enhanced criminal record certificate before the person is due to begin work at the school which disclosed any matter or information or any information was provided to the employment business in accordance with section 113B(6) of PA 1997, a copy of the certificate.

Supply Staff

	Maintained schools	Independent schools (including academies and free schools)
Obtain written notification from any agency, or third party organisation, that they have carried out the same checks as the school or college would otherwise perform on any individual who will be working at the school	In all cases	In all cases
See a copy of the enhanced DBS certificate that was obtained prior to the individual starting work	Only where it disclosed any matter or information or any information'	In all cases

Supply Staff

Recording information:

It is Monday 1st March 2023.

The headteacher has asked Jermaine the senior administrator who is responsible for booking supply staff, to source a maths teacher who can cover for Mrs Jackson who is off sick today. She called in this morning saying she was off sick, and would be back in work on Friday 5th March.

Jermaine has called the agency and secured the services of a supply-maths teacher: Liam Samson.

The agency has provided the school with written confirmation that they have completed all the checks you would have otherwise completed; as this is a maths teacher; they confirm they have seen his Identification documentation, including his right to work; they have checked that he isn't prohibited from teaching work and obtained an enhanced DBS certificate (with barred list information). They confirm on the written document that they haven't completed any overseas checks (Liam has never worked/lived overseas) and they haven't completed a check of the Section 128 direction list (he isn't in a management role, or provided cover in one.).

Supply Staff

Recording information:

Jermaine has received the written confirmation, and stores it securely. She starts to complete the SCR....

Now that the school have received the written confirmation, and has confirmed that it contains the date that all checks necessary were completed, they can start to populate Liam's row on the SCR.

Forename	Surname	Date ID seen	Start date	End date	Written Confirmation obtained	Date DBS certificate obtained	Date DBS Certificate seen
Liam	Samson		1/03/2023	05/03/2023	01/03/2023	14/01/2023	

Supply Staff

Recording information:

It is now 9am on Monday 1st March 2023; and Liam arrives at the school.

Upon arrival, his identification is checked by Jermaine. It is cross-checked with the written confirmation document.

Liam also produces his DBS certificate to Jermaine, who confirm it contains no information, and checks the issue date to make sure it is the same date that was contained on the written assurance document.

Jermaine now completes the rest of the row...

Forename	Surname	Date ID seen	Start date	End date	Written Confirmation obtained	Date DBS certificate obtained	Date DBS Certificate seen
Liam	Samson	1/03/2023	1/03/2023	05/03/2023	01/03/2023	14/01/2023	1/03/2023

Supply Staff

Recording information:

It is now the end of the school day on 5th March 2023, Liam has completed his time with the school, Mrs Jackson is back on Monday so Liam's services are no longer required by the school.

Jermaine now removes Liam from the SCR but retains the written confirmation document for 12 months.

Third-party staff (Contractors)

291. Schools and colleges should ensure that any contractor, or any employee of the contractor, who is to work at the school or college, has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity relating to children will require an enhanced DBS check (including children's barred list information).

292. For all other contractors who are not engaging in regulated activity relating to children, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including children's barred list information) will be required.

Third-party staff (Contractors)

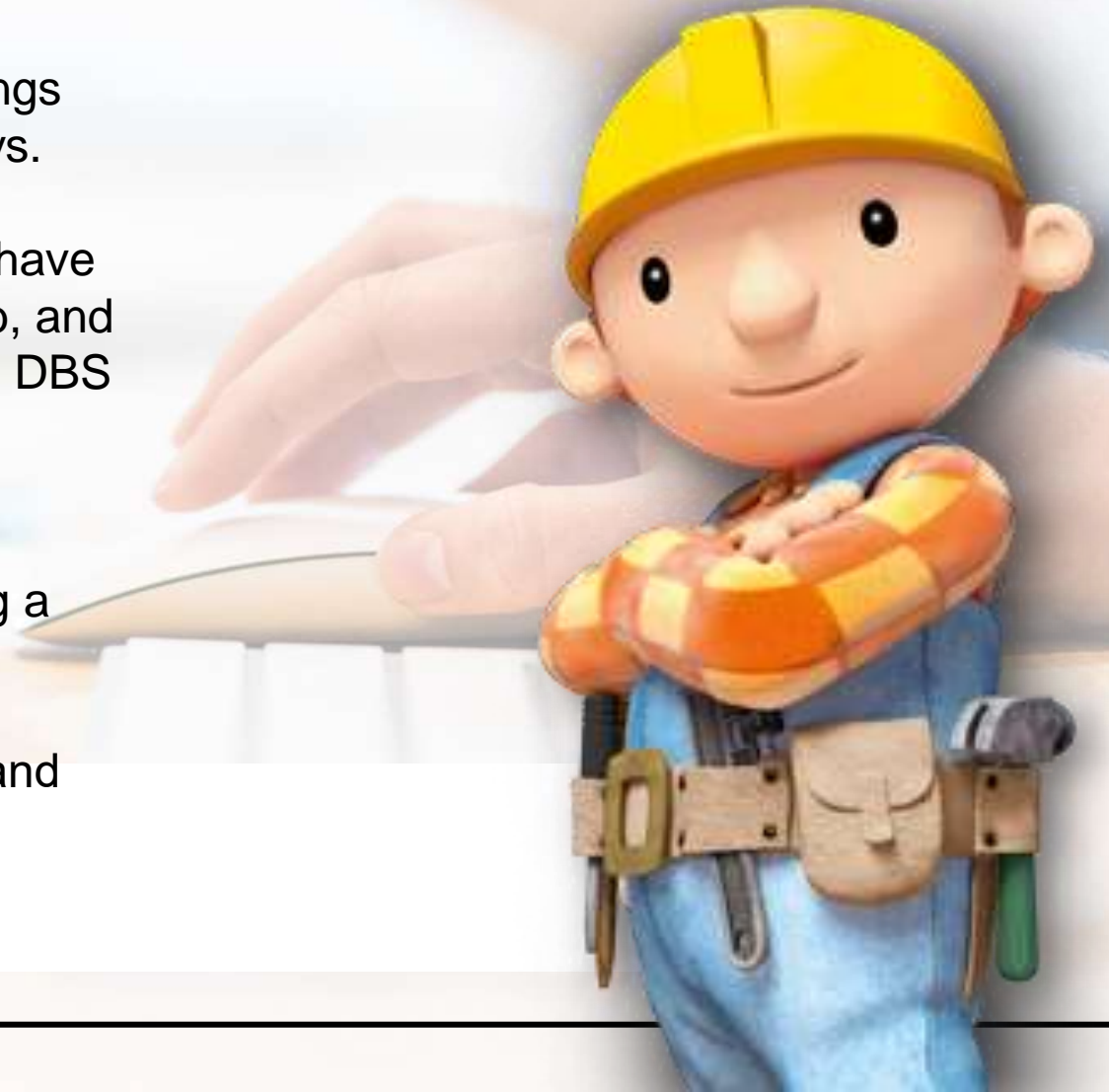
Scenario 1: Bob the builder

Bob comes into school, to repair a number of light fittings around the school campus. He will be on site for 2 days.

Bob has a service level agreement, and his company have provided the school with a letter of assurance that Bob, and anyone else they send to the school has an enhanced DBS certificate.

Bob does not need to be input onto the Single Central Register, he is only at the school for two day, providing a temporary service.

The school will still need to check Bob's ID on arrival and retain the letter of assurance for 12 months.



Third-party staff (Contractors)

Scenario 2: Bob the builder

You were really impressed with Bob's work – so you have decided to set up a long-term contract with Bob the Builder Ltd.

This means that Bob will come and work in school every Friday, helping out with jobs around the school site.

As Bob is now in Regulated Activity, as he is working regularly in your school, you require assurance that Bob has been checked against the Children's Barred List.

Bob is now a third-party member of staff, working at your school. Therefore, you need to record his details on your SCR.



Third-party staff (Contractors)

Scenario 3: Samantha

Samantha provides online tutoring to help some of your pupils with their exam preparations.

Samantha meets the pupils online, via a dedicated system and provides that work.

As part of your checks, when you set up a contract with 'Online Tutors Ltd' they provided you with written assurance that Samantha has been subject to an Enhanced DBS certificate (with barred list information) and all other checks (such as the prohibition from teaching work check).

Because of her role, and how regular it is, it is considered to be Regulated Activity, and therefore you will need to record Samantha on your SCR.



Third-party staff (Contractors)

Recording information:

Staff information			Identity check	Written assurance		Barred List (for adults in regulated)
Name	Position	Employment business	ID seen date	Date written assurance received	Date DBS Certificate obtained by the employment business	Date that the barred list was checked (if appropriate)

You should apply the same retention rules as you would for a supply teacher.

- **On when they start work**
- **Off when they cease to work at the school**

Trustees and Proprietors (academies and free schools)

The regulations state that the chair of the trust board must have their DBS certificate countersigned by the secretary of state.

The suitability check includes:

- verification of identity
- confirmation of the right to work in the United Kingdom
- an enhanced Disclosure and Barring Service (DBS) check

For the rest of your Trust Board, The regulations state that you must seek an Enhanced DBS certificate (without barred list information); check their right to work; and, if necessary, because they have lived outside the United Kingdom, further checks (deemed appropriate) to establish their suitability.

Trustees and Proprietors (academies and free schools)

In terms of recording the details of Governors and proprietary board members I would record them like this:

Forename	Surname	Role	Start of term date	Date ID seen	Date 'Right to work' documentation verified	Date DBS certificate obtained	Date DBS Certificate seen	Date that DBS certificate countersigned by the Secretary of State

Trustees and Proprietors (academies and free schools)

You can then make it role specific, like this:

Forename	Surname	Role	Start of term date	Date ID seen	Date 'Right to work' documentation verified	Date DBS Certificate seen	Date that DBS certificate countersigned by the Secretary of State
Sandra	Smith	Trustee	01/09/2022	11/08/2022	11/08/2022	22/08/2022	NA
Alisha	Singh	Chair of Trustees	01/09/2022	14/07/2022	14/07/2022	22/08/2022	18/08/2022

Non-statutory information

Non statutory information

273. Schools and colleges are free to record any other information they deem relevant. For example:

- whether relevant staff have been informed of their duty to disclose relevant information under the childcare disqualification arrangements
- checks made on volunteers
- checks made on governors
- dates on which safeguarding and safer recruitment training was undertaken, and
- the name of the person who carried out each check.

Monitoring the SCR

'Inspectors should check the single central record early in inspections of schools and colleges. It should be complete and meet statutory requirements. During early years inspections, inspectors will check that the provider is able to produce evidence of suitability of relevant staff and adults'

Ofsted, Inspection Handbook (2022)

Some questions that have come up on inspection before:

- What do you do on a day-to-day basis for supply staff?
- Are governors on your SCR and are trustees on there?
- Who does ID checks for employees?
- What training have you had for overseeing the SCR?
- How often is the SCR audited and by who?
- Why have you recorded not required for prohibition checks for site staff?
- Do you have any employees from overseas. Talk me through the overseas check process.
- How do you maintain the SCR, how often?
- When do you add new starters and remove leavers?
- Do governors check the SCR?
- Asked how long we retain leavers on there for?
- Who is checked against the Section 128 direction list?

Each inspection is different, and often, I think (I hope) unintentionally inspectors do ask some red-herring questions.

Monitoring the SCR



"We have had some queries from NGA members on safeguarding, which is the responsibility of governors. Let me reassure you again. As governors and trustees, you are responsible for making sure that safeguarding procedures are properly followed in schools. But that doesn't mean you have to go through your school's central record yourself. You need to make sure the overarching culture is right. What is your school doing to identify children that may be at risk of harm? How is your school helping those children and fulfilling its duties? This, too, is when it's more helpful to look up at the big picture, rather than down into the detail."

Amanda Spielman, Ofsted Chief Inspector

National Governance Association, June 2019

Monitoring the SCR



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Next Steps

More	Better
Different	Less

THAT.
SINGLE
CENTRAL
RECORD

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