



**NOTES TO ACCOMPANY MODEL SINGLE
CENTRAL RECORD (SCR)**

**SEE ALSO “KEEPING CHILDREN SAFE IN
EDUCATION” SEPTEMBER 2016- PART 3**

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Notes to Accompany Model Single Central Record (SCR)

See also “Keeping Children Safe in Education” September 2016 - Part 3

Identity Checks - The check should confirm name, date of birth and address and should have been a photographic form of identity (e.g. Passport). This check can also help prove eligibility to work in the UK.

A Barred List Check (formerly List 99) must be undertaken on all staff working in schools. If an enhanced DBS check has been made this will include a check against the Barred list. If by virtue of their start date and continuity of service, a member of staff has not been DBS checked, then the school must have undertaken a Barred List check.

Prohibition from Teaching Check - It is a statutory requirement to check, on appointment, that a teacher is not prohibited from teaching. This can be done via the NCTL website in the section referred to as “Teacher Services’ System”. This check must be carried out for all those teaching whether qualified or not (and should be carried out for current staff who are teaching as well).

Section 128 Leadership & Management Check. It is a statutory requirement to check any person taking part in the management of an independent school, including academies and free schools. A person who is prohibited is unable to participate in any management role in such a school. This includes a management position as an employee; a trustee of an academy or free school trust; a governor or member of a proprietor body for an independent school; or a governor on any governing body in an independent school, academy or free school that retains or has been delegated any management responsibilities. A check for a section 128 direction can be carried out using the Teacher Services’ system.

Right to work in the UK Section 128 Leadership & Management Check. It is a statutory requirement to check any person taking part in the management of an independent school, including academies and free schools. A person who is prohibited is unable to participate in any management role in such a school. This includes a management position as an employee; a trustee of an academy or free school trust; a governor or member of a proprietor body for an independent school; or a governor on any governing body in an independent school, academy or free school that retains or has been delegated any management responsibilities. A check for a section 128 direction can be carried out using the Teacher Services’ system.

Qualifications - Where a qualification is a requirement of the post, it must be checked and confirmed as a part of the record, this includes QTS, NPQH and registration as a teacher with the DfE.

Overseas Checks. Although you must still undertake a DBS check for staff that have lived overseas, it is necessary to undertake further checks with the country where they lived. These checks may include certificates of good conduct from local police forces or embassies, follow ups to anything that is provided should be made

(e.g. call the organisation that sent the document and/or make checks through embassies etc).

Childcare Disqualification Disclosures - The school should be able to evidence that it has complied with the Childcare Disqualification Regulations and that relevant staff have been asked to confirm that they are not disqualified under the regulations. The SCR must not contain details other than to record whether a Disclosure is needed and the date the Disclosure was received. Paperwork should be kept in Personnel Files. (See “Disqualification Under the Childcare Act 2006” February 2015 – DfE).

General Notes:

Volunteers and Governors who work with children or have unsupervised access to them in your school must be included (in a separate section) on the SCR. If their access constitutes regulated activity they must have DBS Checks. If not Barred List checks may suffice. Follow DfE Guidance (See “Keeping Children Safe in Education” 2016).

Supply Staff – You should ensure that you have written confirmation from the Supply Agency that they have carried out all the necessary checks for every member of staff that they supply to you. Details should be added to the SCR in a separate section (“Supply Staff”). Record the address of the Agency, the date all checks confirmed by them, the DBS number and the additional Identity check carried out by the school. Keep the Agency paperwork with the SCR. The Agency must also tell you when there is any information revealed on the DBS disclosure. We would recommend a model which allows you to check on line and see a photo of the person who is being sent to your school. It will still be necessary to carry out an identity check when the person arrives at the school for the first time.

Regular Contractors – Where you have regular contractors working with the school that have DBS checks through their company, and other providers such as Peripatetic Music, these can be listed in a section on your SCR – “Outside Agencies”. As with Supply Staff you will record the name, address of the company, DBS number and the date that all checks were confirmed to you by the company. You should always carry out an additional identity check and record this on the SCR when meeting a person for the first time. Accompanied, occasional contractors do not need DBS checks but they must be signed in and out of school and escorted.