



**St Luke's Catholic Primary School**  
**Single Central Record (SCR) Policy**

2024-25

<b>Academic Year</b>	<b>Designated Senior Person</b>	<b>Deputy Designated Senior Person</b>	<b>Nominated Governor</b>	<b>Chair of Governors</b>
2020-2021	E M Murtagh	M Grealis	G Murphy	P Stitt
2022-2023	E M Murtagh	M Grealis	G Murphy	P Stitt
2023 - 24	E M Murtagh	C Fariman	G Murphy	P Stitt
2024-25	E M Murtagh	N Jevons C Fariman	G Murphy	P Stitt

<b>Review Date</b>	<b>Changes made</b>	<b>By whom</b>	<b>Date shared with staff</b>
May 2022	Dates Changed, SBM changed to Bursar	S J Bell	May 2022
May 2023	Dates changed Personnel Changed	E Murtagh	May 2023
September 2024	Dates changed Personnel Changed	E Murtagh E	September 2024

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## Statement of intent

At St Luke's Catholic Primary School, we are committed to promoting the safety and wellbeing of our staff, pupils and visitors. Ensuring the safety of our school community is of paramount importance and, as a result, this policy has been created to establish a more comprehensive safer recruitment procedure so that pupils feel safe at school. An SCR is required as part of this process as it provides schools with a record of all pre-employment checks, ensuring staff are safe to work in the school.

To ensure the school is recruiting suitable individuals for a role, employment checks will be carried out by the Bursar and the Headteacher. 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 extended European Economic Area (EEA) checks for staff who have lived or worked outside the UK.

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

Signed by:

\_\_\_\_\_ Headteacher

Date: \_\_\_\_\_

\_\_\_\_\_ Chair of governors

Date: \_\_\_\_\_

## **1. Legal framework**

1.1. This policy has due regard to legislation, including, but not limited to the following:

- The Data Protection Act 2018
- The General Data Protection Regulation
- The Freedom of Information Act 2000
- The Education Act 2002
- The School Staffing (England) Regulations 2009
- The School Staffing (England) (Amendment) Regulations 2014
- Education (Pupil Referral Units) (Application of Enactments) (England) Regulations 2007

1.2. This policy has been created with due regard to the following DfE guidance:

- DfE (2018) 'Keeping children safe in education'

## **2. Roles and responsibilities**

2.1. The governing board 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 school.
- Informing the LA of any decisions made regarding disclosure of information.
- Ensuring the identity of all existing and prospective employees.
- Applying for an enhanced DBS check for any governors who do not already have one, including a barred list check if, in addition to their governance duties, a governor also engages in regulated activity.

2.2. The Headteacher 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 school.
- Ensuring any cover teachers, volunteers, contractors and/or any other visiting party to school hold the relevant level of security check, including a DBS check where they are carrying out a regulated activity.
- Analysing whether any members of staff or returning volunteers, contractors or any other visiting party require an updated DBS check.
- Ensuring the school 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 of any decisions made regarding DBS and other security checks.
- Ensuring that the data stored in the SCR is stored safely.
- Acting in accordance with this policy.

2.3. The Bursar and office personnel are responsible for:

- Providing accurate and up-to-date information required for the SCR so that they can continue their employment at school.
- Informing the Headteacher of any changes in personal data or additions that need to be made to the SCR.

2.4. Volunteers, 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 school.
- Informing the Headteacher of any changes in personal data or additions that need to be made to the SCR.

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

3.1. The SCR will detail checks for any member of staff who will likely come in to contact with a pupil. This includes the following:

- Full time teachers, supply teachers and trainees
- All other school staff, e.g. senior leaders
- All members of the governing board
- Any other individual likely to work in close proximity to the school's pupils unsupervised

3.2. When employing agency staff from a third-party organisation, the school will obtain written notification that the organisation has carried out all of the relevant checks.

3.3. The Bursar and office personnel must ensure that the individual who presents themselves on their first day of employment is the subject of all pre-employment checks.

3.4. Photographic identification will be requested and verified.

3.5. School records will include the following:

- An identity check
- A barred list check
- An enhanced DBS check
- A teacher prohibition check
- Right to work in the UK check
- Professional qualifications check for school employees
- European Economic Area (EEA) check - employees who have lived or worked outside the UK only]
- Governors - A section 128 check

3.6. The SCR will also detail the following relevant checks:

- Childcare disqualification
- Safeguarding training dates
- Safer recruitment training dates

## 4. Storage

- 4.1. There will be only **one** copy of the SCR created on a spreadsheet stored on the schooldocs drive which has restricted access
- 4.2. The school will not keep copies of DBS certificates, but staff have to be prepared to present them upon request.
- 4.3. The school will record employees' evidence for their right to work in the UK in the SCR.
- 4.4. All other documentation, such as photocopied proof of qualifications, will be safely stored in a personnel file.
- 4.5. All certificates will be stored in accordance with the school's Data Protection Policy.

## 5. Monitoring and review

- 5.1. The SCR will be updated after each instance of an individual attending school in an employment or voluntary capacity, or when any variation to the fields on the SCR is required.
- 5.2. Records kept on school leavers will be destroyed six months after their departure.
- 5.3. The SCR will be reviewed annually by the Headteacher, ensuring all safety checks are present and up-to-date.
- 5.4. The governing board will review the Single Central Record Policy annually. The scheduled review data for this policy is **September 2025**
- 5.5. Any changes to this policy will be communicated to the Headteacher and any staff members affected by the change.