



Charlton-on-Otmoor CE Primary School

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SINGLE CENTRAL RECORDS POLICY

Statement of Intent

At Charlton-on-Otmoor 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.

A SCR is required as part of this process as it provides our school 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 governing body and the Headteacher, in line with the school's Recruitment and Selection Policy.

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. It has been written in conjunction with Keeping Children Safe in Education (2020).

Legal framework

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

- The Data Protection Act 1998
- The General Data Protection Regulation
- The Freedom of Information Act 2000
- The Education Act 2002
- Education (Pupil Referral Units) (Application of Enactments) (England) Regulations 2007
- The Non-Maintained Special Schools (England) Regulations 2015
- The Education (Independent School Standards) Regulations 2014

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

- DfE 'Keeping children safe in education'

Roles and responsibilities

The **Governing Body** 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.

The **School Office Manager and the headteacher** are 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.
- Analysing whether any members of staff or returning volunteers, contractors or any other visiting party require an updated DBS check.
- Ensuring the school obtain 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.

The **school staff** 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.

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.

Contents of an SCR

The SCR will detail checks for any member of staff or volunteers 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 such as students (including volunteers).

The dates of the checks will be recorded on the school's SCR in line with statutory requirements outlined in KSIE 2020.

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.

The dates of the checks will be recorded on the school's SCR in line with statutory requirements outlined in KSIE 2020.

The **headteacher** must ensure that the individual who presents themselves on their first day of employment is the subject of all pre-employment checks.

A copy of photographic identification will be obtained and retained in line with data protection requirements (see KCSIE 2020)

School records will include the following, as detailed in KCSIE 2020.

- An identity check
- A barred list check
- An enhanced DBS check (every 5 years)
- A teacher prohibition check
- Right to work in the UK check
- Professional qualifications check
- Workers who have lived or worked outside the UK only: European Economic Area (EEA) check

Storage

There will be only one copy of the SCR,, created on an online spreadsheet, which is only accessible to appropriate staff members.

The school will not keep copies of DBS certificates (in line with KCSIE) but staff have to be prepared to present them upon request.

The school will keep a legible copy of employees' evidence for their right to work in the UK, e.g. a copy of their passport, in employees' personnel files.

All other documentation, such as photocopied proof of qualifications, will be safely stored in a secure, electronic personnel file.

All certificates will be stored in accordance with the school's Data Protection policy.

Monitoring and review

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.

Records kept on school leavers will be destroyed **6 months** after their departure.

The SCR will be reviewed **half termly** by the **headteacher**, ensuring all safety checks are present and up-to-date. This will be reported to the school's Full Governing Body termly, via the Head teacher report.

The scheduled review date for this policy is as per the policy cover sheet, or in line with Orchard's safeguarding policies.

The governing board will review the Single Central Record Policy annually.

Any changes to this policy will be communicated to the headteacher and any staff members affected by the change.