



Name of Policy	Single Central Record – Statement of Practice
Approved	December 2023
Date to be reviewed	December 2024
Governor Committee	Standards
Key Member of staff	Business Manager
Statutory	

Duxford Church of England Community Primary School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

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1. The Single Central Record: Statement for Practice

Schools and colleges must keep a single central record in line with statutory guidance and associated legislation. The Single Central Record is a record of the pre-employment checks undertaken. The Single Central Record must cover the following people:

- all staff (including supply staff) who work at the school: in colleges, this means those providing education to children;
- all others who work in regular contact with children in the school or college, including volunteers; and
- for independent schools, including academies and free schools, all members of the proprietor body.

The information to be recorded is whether the following checks have been carried out or certificates obtained, the date on which the checks were completed and who completed the check:

- an identity check, (identification checking guidelines can be found on the GOV.UK website)
- a barred list check;
- an enhanced DBS check requested/certificate provided;
- a prohibition from teaching check;
- further checks on people who have lived or worked outside the UK (see paragraphs 280-285 of Keeping Children Safe in Education, DfE (2023));
- a check of professional qualifications, where required; and
- a check to establish the person's right to work in the United Kingdom.

In addition:

- colleges must record whether the person's position involves 'relevant activity', i.e. regularly caring for, training, supervising or being solely in charge of persons aged under 18; and
- independent schools (including academies and free schools) must record details of the section 128 checks undertaken for those in management positions as set out in paragraphs 256 and 260 of Keeping Children Safe in Education, DfE (2023).

2. Retention of Evidence

Schools and colleges do not have to keep copies of DBS certificates in order to fulfil the duty of maintaining the single central record. To help schools and colleges comply with the requirements of the Data Protection Act 2018, when a school or college chooses to retain a copy, there should be a valid reason for doing so and it should not be kept for longer than six months. When the information is destroyed a school or college may keep a record of the fact that vetting was carried out, the result and the recruitment decision taken if they choose to. Copies of DBS certificates and records of criminal information disclosed by the candidate are covered by UK GDPR/DPA 2018 Article 10.

A copy of the other documents used to verify the successful candidate's identity, right to work and required qualifications should be kept on their personnel file.

3. Supporting Guidance:

Part 3 of '[Keeping Children Safe in Education](#)' DfE (2023)

[Disqualification under the Childcare Act 2006](#), statutory guidance (updated 31 August 2018)

4. Procedures for maintaining and checking the SCR

Who is responsible for maintaining the SCR?	Business Manager
Member of SLT responsible for checking the accuracy of the SCR	Headteachers
Member of Governing Body responsible for checking the accuracy of the SCR	Safeguarding Governor
Regularity of checks of the SCR	Termly