Woodcroft Primary School

Single Central Record (SCR) Policy 2026

Date policy last reviewed: Feb 2026

Signed by:

Craig Tallon	Headteacher	Date:	2nd February 2026
Robert Kulawik	Chair of governors	Date:	2nd February 2026

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Statement of intent

At Woodcroft we are committed to promoting the safety and wellbeing of our staff, pupils and visitors. This policy has been created to ensure a comprehensive safer recruitment procedure is in place to help ensure the safety of pupils at school. The maintenance of 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 governing board and the headteacher, in line with the school's Safer Recruitment 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 checks for staff who have lived or worked outside the UK so that any relevant events that occurred outside the UK can be considered.

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

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Freedom of Information Act 2000
- Education Act 2002
- The Education (Pupil Referral Units) (Application of Enactments) (England) Regulations 2007
- The School Staffing (England) Regulations 2009
- The School Staffing (England) (Amendment) Regulations 2014
- DfE (2022) 'Keeping children safe in education 2026'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Data Protection Policy

2. Roles and responsibilities

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.
- Informing the LA of any decisions made regarding disclosure of information.
- Ensuring appropriate identity checks are undertaken for 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, the governor also engages in regulated activity.

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.
- 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.

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.

3. Contents of an SCR

The SCR will detail checks for the following:

- All staff, including teacher trainees on salaried routes
- All members of the governing body
- Agency and third-party supply staff, even if they work for only one day
- Any other individual likely to work in close proximity to the school's pupils

Agency Staff: When employing agency staff from a third-party organisation, the school will obtain written a agreement that the organisation has carried out all of the relevant checks and obtained the appropriate certificates. This declaration will be included in the SCR along with the date that confirmation was received any enhanced DBS certificate check has been provided in respect of the member of staff.

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 checked.

The SCR will record the following checks:

- An identity check
- A barred list check
- An enhanced DBS check requested/certificate provided
- A teacher prohibition check
- Right to work in the UK check
- Professional qualifications check (for school employees)
- Further checks deemed appropriate on workers who have worked outside the UK to allow relevant events that occurred outside the UK to be considered, e.g. criminal record checks for overseas applicants and a letter from the professional regulating authority in the applicant's country
- A section 128 check for governors

The SCR will also detail the following information:

- Checks for childcare disqualification
- Checks on volunteers
- Checks on governors
- Safeguarding training dates

The details of an individual will be removed once they no longer work at the school.

4. Storage

There will only be one copy of the SCR created on an online spreadsheet, which is password protected.

The school will only keep copies of DBS certificates if there is a valid reason for doing so and they will not be kept for longer than six months. Staff must always be prepared to present them upon request. When information is destroyed relating to checks, the school may keep a record of the fact that vetting was carried out, the result and the recruitment decision.

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

All other documentation used to verify the employee's identity and required qualifications, e.g. photocopied proof of qualifications, will be safely stored in a personnel file.

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

5. 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.

The SCR is a live document and will be updated as and when required, e.g. following each safeguarding check. The SCR will also be reviewed termly by the headteacher, ensuring all safeguarding checks are present and up-to-date.

The governing body will review this policy annually. The scheduled review date for this policy is date. Any changes to the policy will be communicated to all relevant stakeholders.

This policy will be reviewed in February 2027