



SINGLE CENTRAL RECORD (SCR) POLICY

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Related Policies

- Safeguarding and Child Protection Policy
- Safer Recruitment Policy
- Records Management Policy
- Data Protection Policy

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1. INTRODUCTION AND PURPOSE

1.1 Policy Statement

The Talentum Learning Trust is committed to safeguarding and promoting the welfare of children and young people. This policy sets out the statutory requirements for maintaining a Single Central Record (SCR) across all trust schools and establishes the procedures that You must follow to ensure compliance.

1.2 Purpose

This policy:

- Sets out the statutory requirements for the SCR as defined in Keeping Children Safe in Education (KCSIE) 2025
- Clarifies roles and responsibilities for SCR maintenance and monitoring at both school and trust level
- Establishes minimum standards that all trust schools must meet

- Provides a framework for monitoring and quality assurance
- Ensures consistency of approach across The Talentum Learning Trust while allowing schools flexibility in implementation

1.3 Scope

This policy applies to all schools within The Talentum Learning Trust. Schools must maintain a single central record of pre-appointment checks covering all staff (including teacher trainees on salaried routes, agency and third-party supply staff, even if they work for one day), all members of the proprietor body (the members and trustees of the academy trust), governors, volunteers, and contractors working on site.

This policy also applies to external staff from other organisations (e.g., local authority staff) who work regularly in trust schools.

2. 2. LEGAL FRAMEWORK

2.1 Statutory Requirements

Schools and colleges must maintain a single central record of pre-appointment checks, referred to in the Regulations as "the register" and more commonly known as "the single central record".

This policy is based on the statutory requirements set out in:

- Keeping Children Safe in Education (KCSIE) 2025 (paragraphs 273-282)
- The Education (Independent School Standards) Regulations 2014
- The School Staffing (England) Regulations 2009 and 2013
- Childcare Disqualification Regulations 2018
- UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018

2.2 Regulatory Context

Ofsted inspectors will always report on whether or not arrangements for safeguarding children and learners are effective. The SCR is a key document that inspectors will review at the start of an inspection.

3. 3. ROLES AND RESPONSIBILITIES

3.1 The Board of Trustees

The Board of Trustees is responsible for:

- Approving this policy and reviewing it annually
- Ensuring that appropriate systems are in place across the trust for SCR compliance
- Receiving termly compliance reports from schools
- Taking action where non-compliance is identified

3.2 Trust-Level Responsibilities

Primary/Secondary Lead

- Reviewing termly compliance reports from schools
- Addressing non-compliance issues identified through audits or reporting

- Reporting serious safeguarding concerns to the Board of Trustees
- Providing support and guidance to schools

Governance Lead

- Overall oversight of SCR compliance across trust schools
- Conducting SCR audits across all trust schools
- Providing additional audit support at the request of schools
- Delivering training and CPD on SCR requirements
- Acting as a point of contact for schools with SCR queries
- Maintaining records of audit outcomes and compliance issues

3.3 School-Level Responsibilities

Headteacher

- Overall responsibility for statutory implementation of the SCR at school level
- Monitoring the SCR (this responsibility can also sit with the DSL)
- Ensuring the SCR is inspection-ready at all times
- Ensuring termly compliance reports are submitted to the trust
- Reporting serious safeguarding concerns or compliance issues to the trust immediately
- Ensuring that the named person responsible for day-to-day maintenance receives appropriate training and support

Designated Safeguarding Lead (DSL)

- Taking lead responsibility for monitoring the SCR
- Working with the headteacher to ensure compliance
- Identifying and rectifying gaps or errors
- Supporting the named person with queries and guidance

Named Person (usually School Office Manager)

- Day-to-day maintenance of the SCR
- Ensuring all required checks are recorded accurately and in a timely manner
- Adding new starters and removing leavers
- Maintaining accurate records
- Flagging any concerns or gaps to the headteacher/DSL

Local Governing Body (LGB)

- Ensuring that safeguarding procedures are effective and compliant
- Appointing a nominated governor to undertake regular audit checks on the school's SCR
- Reviewing SCR compliance as part of safeguarding monitoring
- Challenging and supporting school leaders on SCR compliance

LGB Nominated Governor

- Conducting termly reviews of the school's SCR
- Reporting findings to the full LGB
- Working with the headteacher to address any issues identified

4. STATUTORY REQUIREMENTS: WHAT MUST BE RECORDED

4.1 People Who Must Be Included

The single central record must cover the following people:

- All staff, including teacher trainees on salaried routes,
- Agency and third-party supply staff, even if they work for one day
- All local governors
- All volunteers
- All contractors working on site
- External staff from other organisations (e.g., local authority staff) who work regularly at the school
- the members and trustees of the academy trust.

Note: For Members and Trustees: *The Talentum Learning Trust maintains a central SCR for all members and trustees. You will receive an annual letter of assurance from the trust confirming that all required checks have been completed.*

You must:

- *Keep the letter of assurance on file*
- *Reference it in their SCR (e.g., in a 'Members and Trustees' section stating for each member and trustee "See MAT letter of assurance")*
- *Ensure they can provide access to the full information held by the MAT without delay if required during inspection (by contacting the Trust).*

4.2 Mandatory Information for All Staff (Except Supply Staff)

The single central record must indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed or certificate obtained:

- An identity check
- A standalone children's barred list check
- An enhanced DBS check (with children's barred list check) requested/certificate provided
- A prohibition from teaching check
- Further checks on people who have lived or worked outside the UK
- A check of professional qualifications, where required
- A check to establish the person's right to work in the United Kingdom
- Details of the section 128 checks undertaken for those in management positions.

All prohibition, direction, restriction and children's barred list checks must be completed using the DfE's 'Check a Teacher's Record' service, as referenced in KCSIE 2025.

4.3 Supply Staff (Supply Agency)

For supply staff provided by employment agencies, You must:

Obtain Written Confirmation

- Get written confirmation from the agency that it has carried out all the checks that the school would have done if employing the staff member directly
- Ensure written confirmation that an enhanced DBS check certificate has been obtained
- Ensure the enhanced DBS certificate comes with barred list information, where the position requires it, and that this is done before any appointment is made

Record on the SCR

You must record on the single central record:

- Whether written confirmation has been received that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates
- The date that confirmation was received
- Whether details of any enhanced DBS certificate have been provided

Identity Checks

You should also check that the person presenting themselves for work is the same person on whom the checks were carried out. Do this by checking ID on arrival.

Recording Period

You must record agency staff on the SCR, even if they're only employed at your school for 1 day. You must then remove them from the SCR once they no longer work at your school (even if there's scope for them to come back in future).

Template Form

The trust recommends using The Key Leaders' template form "Checks for Agency Staff" to obtain and record written confirmation from agencies.

4.4 Childcare Disqualification Checks

The childcare disqualification arrangements apply to staff working with young children in childcare settings, including primary schools, nurseries and other registered settings. The arrangements predominantly apply to individuals working with children aged 5 and under, including reception classes, but also apply to those working in wraparound care for children up to the age of 8, such as breakfast clubs and after school care, if the activity **falls within the definition of "childcare" under the Childcare Act 2006.**

You must ensure that appropriate checks are carried out for staff working in these settings and record this information.

5. TRUST REQUIREMENTS

Beyond the statutory minimum, The Talentum Learning Trust requires all schools to record the following information:

5.1 Additional Information

- **Safeguarding training dates** – You must record when staff have completed safeguarding training. ***This may be recorded on the SCR itself or separately, at the school's discretion***
- **Checks on volunteers** – all volunteer checks must be recorded
- **Childcare disqualification checks** – where applicable, these must be recorded

5.2 Optional Information (Good Practice)

You may also choose to record:

- The name of the person who carried out each check
- Job titles (to indicate involvement with pupils and which checks are required)
- Dates when the DBS update service was checked
- Details of fee-funded trainees

6. FORMAT AND SYSTEMS

6.1 Format Requirements

The single central record should be kept in electronic form.

The Talentum Learning Trust requires that:

- All SCRs must be password-protected
- You are free to choose their own system or software

6.2 Suggested Template

The trust recommends The Key Leaders' SCR template as an effective template, which complies with KCSIE 2025 requirements and includes mandatory fields highlighted in grey. However, You may choose to adopt a different structure provided it meets all statutory and trust requirements.

⚠ Arbor users: The default Arbor SCR report does not currently meet all statutory requirements. If you use Arbor, you must adapt it to ensure all requirements of the SCR are captured.

6.3 Multi-Academy Trust Requirements

The Trust will maintain the single central record detailing checks carried out in each academy within the MAT. Whilst there is no requirement for the MAT to

maintain an individual record for each academy, the information should be recorded in such a way that allows for details for each individual academy to be provided separately, and without delay, to those entitled to inspect that information, including by inspectors.

You must ensure your SCR can be provided separately and without delay when required.

7. DATA PROTECTION AND RETENTION

7.1 Removing Information When Staff Leave

The details of an individual should be removed from the single central record once they no longer work at the school.

Information should be removed from the live SCR but archived in line with GDPR regulations for staff HR data, as set out in the trust's Records Management Policy.

7.2 DBS Certificates

Copies of DBS certificates and records of criminal information disclosed by the candidate are covered by UK GDPR/DPA 2018 Article 10, and should not normally be retained. 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.

The Talentum Learning Trust requires that:

- You should not keep copies of DBS certificates (unless for an exceptional reason)
- You must record the certificate number and date only
- Original certificates must be returned to the individual

7.3 Other Documents

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

7.4 Preserving Pre-Employment Check Information

Your SCR must have a record of pre-employment checks, and you must be able to show that these checks were carried out for the whole period that the staff member was at your school. You're free to record additional checks (or the dates that you check the DBS update service) in your SCR alongside information about pre-employment checks, but it's not a statutory requirement to do so.

Schools must not overwrite information about original pre-employment checks.

8. MONITORING AND QUALITY ASSURANCE

8.1 School-Level Monitoring

Frequency

- You must review their SCR termly and record the review.
- You should also review the SCR whenever there are new starters or leavers

Who Conducts Reviews

- Headteacher or DSL: termly internal review **and/or**
- LGB nominated governor: termly audit check

What to Check

You must use a Single Central Record Monitoring Checklist to ensure:

- All required checks have been carried out and recorded
- Dates are accurate and complete
- Any new staff have been added, including agency and third-party supply staff – even if they're only working at the school for 1 day
- The details of anyone who no longer works at the school have been removed
- All mandatory fields are complete
- There are no gaps or errors

Recording Reviews

You must maintain a record of all SCR reviews, including:

- Date of review
- Who conducted the review
- Any issues identified
- Actions taken to rectify issues

8.2 Trust-Level Monitoring

Annual Audits

- The Trust will conduct an audit of each school's SCR on an audit cycle
- Audits will check compliance with statutory requirements and trust standards
- You will receive a written report following each audit

Termly Compliance Reports

- Each school must complete a termly compliance report
- The report must confirm:
 - That the SCR is up to date
 - That all required checks have been completed
 - Any issues or concerns
- A record of this should be made on the Governance termly Compliance Reports

Additional Support

- You may request additional SCR support from the Governance Lead at any time
- The trust will provide support and guidance through Office Manager meetings
- CPD on SCR requirements will be offered during audit visits

9. NON-COMPLIANCE AND RECTIFICATION

9.1 Identifying Gaps or Errors

If gaps or errors are identified in the SCR (whether through internal review, governor monitoring, or trust audit), You must:

1. **Report immediately** to the headteacher
2. **Record** the error/gap in the monitoring record
3. **Rectify** the issue as quickly as possible
4. **Report serious incidents** to the trust

9.2 What Constitutes a Serious Incident

Serious incidents include:

- Any member of staff working without the required pre-employment checks having been completed
- Missing DBS checks or barred list checks
- Safeguarding concerns arising from SCR non-compliance
- Systemic failures in SCR maintenance
- Any issue that could pose an immediate risk to pupil safety

9.3 Trust Response to Non-Compliance

When a trust audit identifies non-compliance:

1. **Immediate action:** The school must rectify the issue within the timeframe specified by the auditor
2. **Discussion:** The auditor will discuss the findings with the headteacher
3. **Reporting:** Non-compliance will be reported to:
 - The Board of Trustees
 - The school's Local Governing Body
4. **Support:** The trust will provide additional support and guidance to help the school achieve compliance
5. **Follow-up:** A follow-up audit may be conducted to ensure issues have been resolved

9.4 Escalation Procedures

Minor administrative errors:

- School to rectify immediately
- Record action taken
- Report to LGB at next meeting

Moderate non-compliance:

- School to rectify within specified timeframe
- Report to Trust
- Report to LGB and Board of Trustees
- Follow-up audit within one term

Serious safeguarding concerns:

- Immediate escalation to the CEO
- Immediate report to Board of Trustees
- Immediate action plan required
- Intensive support and monitoring from trust
- Follow-up audit within one month

10. OFSTED INSPECTION

Inspection Requirements

Inspectors will ask to see a school's SCR at the start of an inspection. They will expect it to be complete and meet statutory requirements.

Administrative Errors

If minor administrative errors on the SCR can be easily rectified before the end of the inspection, you'll be given the chance to resolve the issue. Where you're unable to make the minor improvements before the end of the inspection, inspectors can still judge your school effective for safeguarding, as long as any required improvements won't have an immediate impact on pupil safety.

Inspection Readiness

You must ensure their SCR is inspection-ready at all times. This means:

- All required information is recorded
- All checks are up to date
- The SCR is easily accessible
- Any recent changes have been recorded
- The most recent monitoring review has been completed

11. TRAINING AND SUPPORT

11.1 Training Provision

The trust will provide:

- **CPD during audits:** The Governance Lead will offer training and guidance during annual audit visits
- **Office Manager meetings:** Updates on SCR requirements and best practice will be shared through regular Office Manager meetings
- **Ad-hoc support:** You can contact the Governance Lead for advice at any time

12. CONTACTS AND SUPPORT

For queries or support regarding the SCR, you should contact the Governance Lead.

Urgent safeguarding concerns:

- Director of Primary/Secondary Education (as appropriate)

13. POLICY REVIEW

This policy will be reviewed annually by the Board of Trustees, or sooner if:

- There are changes to statutory guidance (e.g., updates to KCSIE)
- Trust audits identify systemic issues requiring policy changes
- Changes to trust structure or governance arrangements require updates

SINGLE CENTRAL RECORD (SCR) QUICK REFERENCE CHECKLIST THE TALENTUM LEARNING TRUST

MUST RECORD FOR ALL CATEGORIES (WHERE APPLICABLE)

Check	What to Record
✓ Identity	Whether check carried out + date
✓ Barred List	Whether check carried out + date
✓ Enhanced DBS (with barred list)	Whether check requested/certificate provided + date
✓ Right to Work in UK	Whether check carried out + date
✓ Overseas Checks (if lived/worked outside UK)	Whether check carried out + date

CATEGORY-SPECIFIC REQUIREMENTS

Category	Additional Statutory Checks	Trust Additional Requirements	Special Notes
Teachers	- Prohibition from teaching - Professional qualifications (QTS) - Childcare disqualification (if applicable)		Record whether check done + date
Support Staff	- Professional qualifications (if required) - Childcare disqualification (if applicable)		Record whether check done + date
Headteacher/Senior Leaders	- Prohibition from teaching (if teaching) Section 128 (MANDATORY) - Professional qualifications (if required) - Childcare disqualification (if applicable)		Section 128 is mandatory for all management positions in academies
Supply Staff (Agency)	ACADEMIES MUST: Get written confirmation from agency	Check ID on arrival	Must record even if only working 1 day

Category	Additional Statutory Checks	Trust Additional Requirements	Special Notes
	RECORD: - Whether written confirmation received - Date confirmation received - Whether DBS certificate provided		Must remove from SCR when they leave
Teacher Trainees (Salaried)	- Prohibition from teaching - Professional qualifications (if required) - Childcare disqualification (if applicable)		Treat as permanent staff
Members of Academy Trust	Section 128 (MANDATORY)	N/A	Can be held centrally by MAT with letter of assurance to schools
Trustees of Academy Trust	Section 128 (MANDATORY)	N/A	Can be held centrally by MAT with letter of assurance to schools
Local Governors	Section 128 (should have) - Barred list (if regulated activity) - Enhanced DBS (if regulated activity)	Must record all checks (trust requirement)	Not statutory to record on SCR, but trust requires it
Volunteers (Unsupervised)	- Barred list - Enhanced DBS - Childcare disqualification (if applicable)	Must record all checks (trust requirement)	- Not statutory to record on SCR, but trust requires it "Regular" = once a week or 4+ days in 30 days
Volunteers (Supervised)	- Risk assessment - NO DBS required (but can do if choose)	Must record all checks (trust requirement)	- Not statutory to record on SCR, but trust requires it - Must be supervised at all times
Contractors (with DBS)	- Written confirmation from employer - Barred list (if regulated activity)	- Must record on SCR (trust requirement) - Check ID on arrival	Not statutory to record on SCR, but trust requires it
Contractors (no DBS)	- Must be supervised - Risk assessment	- Must record on SCR (trust requirement) - Check ID on arrival	- Not statutory to record on SCR, but trust requires it - Must be supervised at all times
External Staff (e.g., LA)	- Written confirmation from employer - Barred list - Prohibition (if teaching)	- Must record on SCR (trust requirement) - Check ID on arrival	- Not statutory to record on SCR, but trust requires it "Regular" = once a week or 4+ days in 30 days

KEY REMINDERS

✓ DO:

- Record supply staff even if only working 1 day
- Complete Section 128 checks for ALL management positions
- Record BOTH whether check done AND date completed
- Remove staff from SCR once they leave
- Check ID on arrival for supply staff, contractors, external staff

✗ DON'T:

- Keep copies of DBS certificates (record number + date only, then return)
- Overwrite original pre-employment check information
- Keep staff on SCR after they leave (remove from live SCR, archive per Records Management Policy)
- Forget childcare disqualification checks (children aged 5 and under, or wraparound care up to age 8)

CHILDCARE DISQUALIFICATION CHECKS APPLY TO:

Staff working with children aged **5 and under** (including reception)
OR wraparound care for children up to **age 8** (e.g., breakfast clubs, after-school care)

SECTION 128 CHECKS REQUIRED FOR:

- Headteachers and deputy headteachers
- Other senior leadership positions
- **All members and trustees of the academy trust**
- Local governors (should have this check)

OVERSEAS CHECKS REQUIRED FOR:

Anyone who has **lived or worked outside the UK**:

- Criminal records checks (where available)
- For teaching positions: letter from professional regulating authority

MONITORING REQUIREMENTS

Who	Frequency	Action
School (Headteacher/DSL)	Termly	Internal review + record review
LGB Nominated Governor	Termly	Audit check + report to LGB
MAT (Governance Lead)	Annually	Full SCR audit of all schools
School to MAT	Termly	Compliance report submitted

SCR FORMAT REQUIREMENTS

- ✓ **MUST be electronic** (not paper)
- ✓ **MUST be password-protected**
- ✓ Schools free to choose own system/template
- ✓ MAT recommends The Key Leaders' SCR template

CONTACTS FOR SCR QUERIES

Primary schools: Director of Primary Education | Governance Lead

Secondary schools: Director of Secondary Education | Governance Lead

NON-COMPLIANCE ESCALATION

Minor errors → Rectify immediately → Record action → Report to LGB

Moderate non-compliance → Rectify within timeframe → Report to Director → Report to LGB & Trustees → Follow-up audit within 1 term

Serious safeguarding concerns → Immediate escalation to Director & Trust Safeguarding Lead → Immediate report to Trustees → Immediate action plan → Follow-up audit within 1 month

This checklist is a summary only. Refer to the full SCR Policy for complete requirements.

Useful Websites for Completing Statutory Pre-Appointment Checks

- Identity checks – <https://www.gov.uk/government/publications/identity-checking-guidelines>
- DBS & barred list checks – <https://www.gov.uk/government/organisations/disclosure-and-barring-service>
- Prohibition, Section 128, barred list checks, QTS – check-a-teachers-record.education.gov.uk/check-records/sign-in
- Right to Work checks – <https://www.gov.uk/check-job-applicant-right-to-work>
- Overseas criminal record checks – <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>
- Childcare disqualification guidance – <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>
- KCSIE statutory guidance – <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>



SCR LETTER OF ASSURANCE

(For Issue to All TTLT Schools)

Date: March 2026

Subject: Annual Assurance – Single Central Record Compliance for Trust Personnel

Dear Colleagues,

The Talentum Learning Trust (TTLT) is committed to ensuring the highest standards of safer recruitment across all its schools. In accordance with *Keeping Children Safe in Education (KCSIE)* statutory requirements, the Trust completes and maintains all required vetting checks for:

- All **Members** of the Trust
- All **Trustees**
- All **central Trust staff** who work at, visit, or may work with students in any TTLT school

This letter provides formal assurance that all required statutory pre-employment checks have been completed and recorded in the Trust's Single Central Record (SCR) for the individuals listed below.

Confirmation of Compliance

The Talentum Learning Trust confirms that for all individuals included in the attached summary table, the following statutory checks have been completed and recorded:

- Identity check
- Enhanced DBS check (with children's barred list check where applicable)
- Prohibition from teaching check (where applicable)
- Section 128 management check (Members, Trustees, senior Trust staff)
- Right to work in the UK check
- Professional qualification checks (where relevant)
- Overseas checks (where applicable)

All checks have been completed in accordance with the requirements of *Keeping Children Safe in Education* and the Trust's Safer Recruitment Policy.

Summary Table of Checks Completed

	Name	Identity Check	Children's Barred List: Check Clearance Level	Enhanced DBS Check	Right to Work in the UK	Overseas Additional Check	Prohibition on participation in management (section 128):
Staff	Allbutt, Elizabeth	Cleared	Cleared	Cleared	Cleared	N/A	Cleared
Staff	Bailey, Kim	Cleared	Cleared	Cleared	Cleared	N/A	Cleared

	Name	Identity Check	Children's Barred List: Check Clearance Level	Enhanced DBS Check	Right to Work in the UK	Overseas Additional Check	Prohibition on participation in management (section 128):
Staff	Bonsall, Tim	Cleared	Cleared	Cleared	Cleared	N/A	Cleared
Staff	Butterworth, Ben	Cleared	Cleared	Cleared	Cleared	N/A	N/A
Trustee	Clulow, Carl	Cleared	N/A	Cleared	Cleared	N/A	Cleared
Trustee	Hay, Alexandra	Cleared	N/A	Cleared	Cleared	N/A	Cleared
Member	Hayes, George	Cleared	N/A	Cleared	Cleared	N/A	Cleared
Trustee	Held, Jane	Cleared	N/A	Cleared	Cleared	N/A	Cleared
Trustee	Hey, Richard	Cleared	N/A	Cleared	Cleared	N/A	Cleared
Staff	Olver, Julie	Cleared	Cleared	Cleared	Cleared	N/A	N/A
Trustee	Hambleton, Claire	Cleared	N/A	Cleared	Cleared	N/A	Cleared
Trustee	Peacock, Craig	Cleared	N/A	Cleared	Cleared	N/A	Cleared
Member	Pugh, Jim	Cleared	N/A	Cleared	Cleared	N/A	Cleared
Staff	Thorpe, Ellie	Cleared	Cleared	Cleared	Cleared	N/A	Cleared
Trustee	Walklate, Tracey	Cleared	N/A	Cleared	Cleared	N/A	Cleared
Staff	Wilson, Ian	Cleared	Cleared	Cleared	Cleared	N/A	Cleared

Access to Full SCR Records

Full SCR entries for all Members, Trustees and central Trust staff are securely maintained at Trust level. Schools can request detailed SCR information when required for Ofsted inspection or any other statutory safeguarding need

For access to full records, please contact the central team.

A new letter will be issued annually at the start of each academic year, or sooner if significant staffing changes occur at Trust level.

Please retain this letter for your Single Central Record evidence file and present it during inspections or safeguarding audits as required.

If you need any further information, please do not hesitate to contact us.
Yours faithfully,

Liz Allbutt
Director of Primary and Governance
Talentum Learning Trust