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| Name of School |  |

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| Name of SCR Reviewer | Date of SCR Review |
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| **Check point** | **Yes** | **No** | **Next Steps Actions** |
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| Is a single central record (SCR) in place for all staff (including supply staff)? |  |  | Initial who is to action this and by when. |
| Are all members of the school included on the SCR? |  |  |  |
| Does the SCR indicate that identity checks have been carried out and by whom?  You should see   * A British passport (or Irish) * A British birth certificate – remember you must also see proof of NI number to back this up and note this on the SCR. * A work permit – note the expiry date and if a residence permit that they have the permissions to work as well as reside. * Evidence of settled status post Brexit. |  |  |  |
| Standalone barred list check? Evidenced by and dated?  DFE sign in Employer access check. |  |  |  |
| Column for List 99/Barred List, CRB, DBS |  |  |  |
| Does the SCR record the date when enhanced DBS and/or Barred List checks was carried out and who carried out the check? Should be before start date. Reminder an e receipt is not proof of a DBS. If waiting for this to come through put pending in box and ensure risk assessment carried out whilst this is in process if staff member has started. RA should be maintained in staff file after DBS seen to prove due process followed. |  |  |  |
| Does the SCR record evidence that a prohibition from teaching check has been carried out on teachers and those staff in ‘teaching activity’ who have been appointed since 1 September 2013? Anyone in school with QTS para 259 of KCSIE 24 and all staff who are involved in leading any teaching activity including interventions. See separate guidance included in Safeguarding bundle for how to carry these checks out. Evidenced by and dated? |  |  |  |
| Does the SCR evidence that further checks on people who have lived or worked outside the UK including recording checks for those EEA teacher sanctions & restrictions? Para 286 KCSIE 24. Evidenced by and dated? |  |  |  |
| Does the SCR record qualifications – where the qualification is a requirement of the job? Dated and signed to say that this has been evidenced? |  |  |  |
| Are the copies of qualifications kept in the employee file? Teachers and HLTA’s. |  |  |  |
| Does the SCR record evidence a check of ‘right to work’ in the United Kingdom and suitability checks as appropriate? |  |  |  |
| Does the SCR evidence that checks in respect of Section 128 directions been undertaken for persons taking part in the management of the school. Ofsted will ask schools who they deem to be in a leadership position. In DGAT all governors and SLT members please. This should be updated annually. |  |  |  |
| For supply staff**-** Does the SCR evidence that the school has gained written confirmation from the employment business supplying the member of supply staff that all relevant checks have been undertaken and the appropriate certificates have been obtained? |  |  |  |
| Contractors - if not in regulated activity ie one- or two-days’ work, then no need to be on SCR, but retain written confirmation that checks have been undertaken and ID checked.  If in regular work - i.e 3 times a term to come and undertake particular tasks then should be on SCR and you will require assurance from the employer that staff have the same checks and balances that you would expect as an employer. |  |  |  |
| Check regular visitors and regular helpers, work experience tabs. Are they still coming in inf not remove. Remember 3:30 rule. |  |  |  |
| Have all leavers been removed? KCSIE 24 Para 274-284 There should be no leavers tabs on the record. |  |  |  |
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| Not on SCR but to check have all staff employed in EYFS aseen?ore and after school clubs completed their annual declaration? – is there a check of who has seen the evidence and when seen ? |  |  |  |
| Is there a check list of who has seen and checked the SCR over the year. headteacher, safeguarding governor, trust central staff, should all have seen and checked the SCR during the course of the academic year. Should be checked on a regular basis. GSEP suggest 9 x per year. |  |  |  |