



**Single
central
record:
monitoring
checklist**

Reviewing Member of Staff: CEO
Date approved by Trustees: September 2024
Review Date: September 2026

Single central record: monitoring checklist

Each School in the Balcarras Trust maintains its own Single Central Record. Together these records make up the combined Single Central Record of the Trust. The CEO has access to each of these records. The Trust expects each Headteacher to carry out a regular check (at least once every half term) of the Single Central Record and provides this checklist as an aid for that process. The CEO will use this checklist to check the SCR of each school in the Trust at least once per academic year.

DATE MONITORING CARRIED OUT	
MONITORING CARRIED OUT BY	
NAME OF SCHOOL DESIGNATED SAFEGUARDING LEAD	
SIGNED OFF BY (INCLUDE THE DATE)	

How to use this document

- > Tick where the SCR records:
 - Whether the following checks have been carried out/certificates obtained
 - The date on which each check was completed/certificates obtained
- > Record any issues in the table on the final page and, if you're a member of staff other than the designated safeguarding lead (DSL), raise them with your DSL
- > Grey spaces indicate a check that's not required, so it wouldn't need to be on the SCR
- > See explanatory notes after the checklist

DETAILS TO BE INCLUDED IN THE SCR	TEACHING STAFF (1)(2)	SUPPORT STAFF	SUPPLY STAFF (3)	VOLUNTEERS (4)	MAINTAINED SCHOOL GOVERNORS (5)	ACADEMY MEMBERS, TRUSTEES AND LOCAL GOVERNORS/ INDEPENDENT SCHOOL GOVERNORS (6)	CONTRACTORS (7)
Identity check							
Enhanced DBS check/certificate with children's barred list check							
Standalone children's barred list check							
Prohibition from teaching check (8)							
Section 128 check (9)							
Further checks on people who have lived or worked outside the UK (10)							
Check of professional qualifications							

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Check to establish the right to work in the UK							

Please note:

- Checks carried out on volunteers, maintained school governors and local governors in an academy trust don't need to be recorded on the SCR under the latest version of Keeping Children Safe in Education (KCSIE), but we'd recommend including them
- Even if staff only work at your school for a day, you must add them to your SCR
- KCSIE doesn't say specifically that contractors must be on the SCR, but it does say all staff who work at the school must be included, including supply staff, so it's best to include contractors too
- Where we mention academies in this document, this includes free schools
- **16 to 19 colleges:** you must also record whether a person's position involves 'relevant activity', which means regularly caring for, training, supervising or being solely in charge of persons aged under 18

Footnotes:

- (1) This includes teacher trainees on salaried routes
- (2) This doesn't have to include fee-funded teacher trainees, but it can if you want to. The initial teacher training provider is responsible for carrying out the checks on these trainees. You should get written confirmation from the provider that it has carried these out, and that it has judged the trainee to be suitable to work with children
- (3) For supply or agency staff, you should include whether written confirmation has been received that the employment business supplying the member of staff has carried out the relevant checks and obtained the appropriate certificates. They should also include whether any enhanced DBS

certificate was provided and the date that the confirmation was received (independent schools/academies and non-maintained special schools should also include the date on which any certificate was obtained)

- (4) Volunteers in regulated activity need an enhanced DBS check with barred list information. If volunteers aren't engaged in regulated activity, it's up to the school to decide whether to get an enhanced DBS check (*without* barred list information)
- (5) All maintained school governors require an enhanced DBS check. Only those engaging in regulated activity require a barred list check. Note that this doesn't include associate members unless they are engaged in regulated activity
- (6) Academy members, trustees and local governors, and independent school governors must have an enhanced DBS check. They don't need a barred list check unless they're engaged in regulated activity
- (7) All contractors whose work provides them with an opportunity for contact with children will need an enhanced DBS certificate. Only those engaging in regulated activity need a barred list check
- (8) A prohibition from teaching check is required for any staff who carry out teaching work (unless they do so under the direction or supervision of a qualified teacher or other person nominated by the headteacher to provide direction and supervision). The following activities count as teaching work:
 - Planning and preparing lessons for pupils
 - Delivering lessons to pupils
 - Assessing the development, progress and attainment of pupils
 - Reporting on the development, progress and attainment of pupils
- (9) A section 128 check is required for governors in maintained schools and all those in management positions in an independent school or academy. This includes:
 - Members
 - Trustees
 - Local governors (where the local governing body has been delegated responsibilities)
 - Headteacher
 - Teaching positions on the senior leadership team
 - Teaching positions that carry department headship

Other positions may also require this check, depending on the specific responsibilities the person holds.

Where the person will be engaging in regulated activity, a DBS barred list check will identify any section 128 direction if 'child workforce independent schools' is specified. It can also be checked for separately

- (10) All individuals who have lived or worked outside the UK must undergo the same checks as other school staff. Further checks should include overseas criminal records checks. For teaching positions, you should also obtain a letter of professional standing from the regulating authority in the country where the applicant has worked, confirming that it has not imposed any sanctions or restrictions on that individual, and/or is not aware of any reason why they may be unsuitable to teach

MONITORING AND MAINTAINING THE SCR

Does the SCR have correct and up-to-date details for all appropriate people?

- Have any new people been added?
- Have those who have left been deleted?

Have we checked the SCR for administrative errors? For example:

- Failure to record dates
- Individual entries that are illegible
- Omissions
- Overwriting details of pre-employment checks

Have any administrative errors been reported to the designated safeguarding lead?

How and where do we store the SCR? Is this secure?

- If using an electronic system, is this encrypted?
- Do we have a plan of action in case of a security problem?

Do we have an effective system for reviewing the SCR?

Is this system being followed?

Sources:

- The requirements come from the statutory safeguarding guidance [Keeping Children Safe in Education](#) and [The Education \(Independent School Standards\) Regulations 2014](#)