

## The Single Central Record: Checklist for Practice (Reviewed Sept 2022)

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](https://www.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 262-267 of [Keeping Children Safe in Education](#), DfE (2021);
- 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 213 and 237 of [Keeping Children Safe in Education](#), DfE (2021).

## 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.

Supporting Guidance:

Part 3 of ['Keeping Children Safe in Education'](#) DfE (2021)

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

[Single Central Record - Monitoring Form \(Sept 2021\)](#)

Check point	Yes	No
Is a single central record (SCR) in place for all staff (including supply staff)?		
Are all members of the proprietor body included on the SCR? (For independent schools, free schools and academies)		
Does the SCR indicate that identity checks have been carried out and by whom?		
Is there evidence on the SCR that all staff in regulated activity have been checked against the Barred List (previously List 99)?		
Does the SCR record the date when enhanced DBS and/or Barred List checks was carried out and who carried out the check?		
Does the SCR record qualifications - where the qualification is a requirement of the job?		
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?		
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 an independent school including an academy or free school, those staff in departmental headship and maintained school governors?		
Does the SCR evidence that further checks on people who have lived or worked outside the UK including where appropriate criminal record checks and for teachers letters of professional standing from the regulating authority		
<b>For supply staff-</b> 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?		
<b>For colleges-</b> Does the SCR evidence 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		