

Single Central Record (SCR), Personnel Files and Safer Recruitment Policy

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1 Single Central Record, Personnel Files and Safer Recruitment Policy

1.1 Introduction and Purpose

It has been a requirement since 2007 that all schools must maintain a Single Central Record (SCR) of recruitment and vetting checks.

1.2 Legislation and Regulation

The legislative requirement for maintaining a SCR is detailed in the original publication “Safeguarding Children and Safer Recruitment in Education (2007)” and expectations set in Keeping Children Safe in Education (KCSIE).

1.3 Format of the SCR

- All Academies must use the SDET format for the SCR and not add or delete headings. They must also comply with the arrangements detailed in this Policy.
- The SCR must be maintained electronically within the Academy SharePoint, accessed only by a secure password and backed up every week.
- There must always be a member of staff on site that can access the SCR. It must be accessible to the CEO, Operations Director, HR director, School receptionist and DSL.

2 Who should appear in the SCR?

Paragraph 164 of “Keeping Children Safe in Education” states that the SCR must cover the following people:

“all staff, including teacher trainees on salaried routes, agency and third-party supply staff who work at the school. In colleges, this means those providing education to children for independent schools, all members of the proprietor body. In the case of academies and free schools, this means the members and trustees of the Academy Trust.”

The SCR must therefore include:

1. All staff who are employed directly by SDET;
2. All long-term supply/agency staff and daily supply;
3. Any volunteer who works regularly with children;
4. All who are engaged in “Regulated Activity”;
5. Trustees and volunteers;
6. People brought into the Academy to provide regular additional teaching or instruction but who are not staff members, such as Sports Coaches, Peripatetic Music Teachers, Artists etc;
7. Regular contract staff such as contract cleaners or caterers;
8. Visitors who are in the Academy on a ‘regular’ basis must be on the SCR. In this context, ‘regular’ means carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period. Appendix 3 details the visitor protocol guidance.

Regulated activity includes:

1. teaching, training, instructing, caring for (see (c) below) or supervising children if the person is unsupervised, or providing advice or guidance on well-being, or driving a vehicle only for children;
2. work for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers;
3. relevant personal care or health care provided by or provided under the supervision of a health care professional. [Personal care includes helping a child for reasons of age, illness or disability, with eating drinking, or in connection with toileting, washing, bathing and dressing. Health care means care for children provided by, or under the direction of supervision of a regulated health care professional.]

Note: Work under (a) or (b) is regulated activity only if done regularly. Work under (c) is always a regulated activity, regardless of frequency or supervision levels

4. Volunteers who carry out unsupervised teaching or look after children regularly, or who provide personnel care on a one-off basis in Academies and college will be in regulated activity. They must be added to the SCR.
5. Agency staff:
 - Academies must obtain written notification from any agency or third party to confirm that relevant checks have been completed.
 - This includes obtaining the appropriate certificates, and the date that confirmation was received and whether any enhanced DBS certificate check has been provided in respect of the member of staff.
 - The Academy must also check that the person presenting themselves for work is the same person on whom the check has been made.
 - The details from the agency must be recorded on the SCR and the date you received the information. The confirmation must be filed. The agency must be contacted if they have not provided the information required.
6. Visitors to the Academy, work experience students or occasional volunteers (unless they are in regulated activity) are not recorded on the SCR.
7. Trainee/student teachers that receive a salary must have the necessary checks carried out by the Academy. Where trainee teachers are fee funded it is the responsibility of the initial teacher training provider to carry out the necessary checks. Academies should obtain written confirmation from the training provider that these checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.
8. Regular visitors are required to be on the SCR, for example adults that listen to children read etc. They must complete a Volunteer Application Form (see Appendix 1)
9. SDET staff must present their badges on a school lanyard when visiting other schools in the MAT.
10. The SCR should reflect the current workforce. When someone SDET they will be removed from the SCR.

2.1 What information should be recorded on the SCR

The SCR is an integral part of the Academy's Recruitment and Selection Policy, recording and referencing pre-employment checks within a single comprehensive document. The statutory guidance states:

“The information that must be recorded in respect of staff members (including Teacher trainees on salaried routes) is whether or not the following checks have been carried out or certificates obtained, and the date on which the checks were completed”

Our SCR will therefore include:

- an identity check;
- a barred list check;
- an enhanced DBS check/certificate;
- a prohibition from teaching check;
- further checks on people living or working outside the UK (includes EEA check);
- a check of professional qualifications; and
- a check to establish the person’s right to work in the UK;
- a section 128 direction check.

Under each of these headings the guidance states we will record:

- what has been seen;
- when it was seen, and,
- by whom it was seen.

The SDET excel format for the SCR complies with the Statutory regulations and best practice to support the principles of Safer Recruitment.

We will complete a Single Central Record (SCR) Check Template (see Appendix 2) before each member of staff commences work at SDET. A copy of this checklist will be kept in the personnel file of each member of staff.

2.2 Disqualification

Schools must ensure that they are not knowingly employing a person who is disqualified in connection with relevant childcare provision. This is achieved primarily through applications to the Disclosure and Barring Service (DBS). In support of this, schools should take an opportunity to create the right culture and environment so that staff feel comfortable, where it’s appropriate, to discuss matters outside of work, which may have implications for the safeguarding of children in the workplace.

In Line with [Statutory Guidance: Disqualification under the Childcare Act 2006](#), any staff working with under 5’s, under 8’s in out of school hours or those involved in the management of such provision will be verbally reminded by the headteacher to self-declare if they are disqualified through meeting the ‘Disqualification under the Childcare Act 2006’, to inform the Academy if your relationships and associations may have implications for the safeguarding of children, and to inform the Academy of any changes in circumstances in relation to disqualification.

2.3 New Starters

No new starter can commence employment without all appropriate pre-employment checks in place unless there is formal authorisation via email from the Operations or HR Director of SDET. This authorisation must include a completed risk assessment by the headteacher on behalf of the member of staff.

2.4 Identity Checks

The documents checked for the SCR and prior to employment must confirm name, date of birth, address and should be in a photographic form of identity such as a passport or driving license. If the individual cannot provide any form of photographic evidence you should try to seek more than one additional form of ID along the lines required by the [DBS checklist](#).

They must be able to show:

- one document from Group 2a
- Two further documents from either Group 2a or 2b

At least one of the documents must show the applicant's current address. The Academy conducting their ID check must then also use an appropriate external ID validation service to check the application.

- **You must see originals.** Photocopies must never be accepted.
- Record on the SCR the evidence you have seen, e.g. passport, driving licence etc., plus the date it was checked and the name of the person who checked it.
- Take a copy of the documents, sign and date that the original has been seen and hold the copy in the personnel file.
- On viewing the original DBS certificate, make a note of the number on the SCR
- Keep a copy of right to work ID on personnel file and shred all other ID documentation

2.5 Qualifications and Registration

You must record the professional qualifications **that are a requirement of the job**, e.g. Qualified Teacher Status (QTS) for a Teacher or perhaps an NVQ2 for a Teaching Assistant. If the person needs to be registered with any other professional body to do the job, such as a health care professional or Social Worker, you also need to record that you have carried out the relevant checks.

Record the qualification/s that you have evidenced, the date seen and who has checked it. Remember, if you want to check **all** qualifications you may choose to do so but you are only required to check the qualifications that are relevant for the job.

Copy the documents, sign and date that the original has been seen and hold the copy in the personnel file.

If the person has an overseas qualification and you are unsure of its comparability to a UK qualification you can check this with your HR provider or direct with various websites such as [NARIC](#). Updates from 'Recruit teachers from overseas' (GOV.UK, 2020) provides further information.

2.6 Prohibition Check

Since the 03 April 2014, it has been a statutory requirement that a Prohibition Order check must be made for any teacher the school employs. This does not apply to other staff groups although checks are

completed on professional services staff if they provide small, teaching based sessions (i.e. an LSA working with a group of 5 children on a writing intervention or tutoring).

This is **not** the same as a Barred List check (obtained via the DBS). Teacher prohibition orders are made by the Secretary of State following consideration by a professional conduct panel convened by the Teaching Regulation Agency (TRA). The prohibition check can be made via the **Teachers Services' System**. This is a free service for schools, local authorities and supply agencies in England to check the record of any teacher they are considering employing. New teachers joining SDET will also have a prohibition check completed 12 months after 1 year's employment anniversary to ensure no record exists of any TRA that may have been in progress at point of recruitment.

Through the **Teachers Services' System**, schools can check:

- teacher's personnel details;
- initial teacher training qualifications;
- qualified teacher status;
- induction status;
- supplementary qualifications;
- details of any active sanctions;
- a suspension or conditional order imposed by the General Teaching Council for England (prior to abolition) that is still current;
- prohibition from teaching;
- Section 128 Direction check;
- Barred List check.

In the absence of the QTS number you can check on the website, [Teachers Services' System](#) which provides a full and comprehensive list of all staff with QTS, QTLS or unqualified that have any sanctions against them. This service will also identify any existing prohibitions and sanctions made by the General Teaching Council (GTCE) before its abolition in March 2012. We will record on our SCR if a Prohibition Order check is required, the date of the check and the name of the person who checked it.

2.7 Barred List Check

A Children's Barred List check (formerly List 99) must be undertaken on all staff working in schools in Regulated Activity. If an Enhanced DBS check has been made this can include a check against the Children's Barred list if requested. If a member of staff is to be allowed to start work before their DBS disclosure has been returned a separate Barred List check will be carried out prior to starting work at the school. No new starter can commence employment without a Children's Barred list check.

NOTE: It is unlawful to conduct a Barred List check for a person who is NOT engaged in Regulated Activity. This has particular implications when checking some Volunteers. Where this applies, a volunteer risk assessment must be completed to mitigate against the risk of contact with children when on site.

A volunteer is not in regulated activity where they are working in a school under regular, day to day supervision by someone who is in regulated activity (like a Teacher or Teaching Assistant).

Where this is the position:

- the school does not need to carry out an enhanced DBS check on the volunteer

- (although has the discretion to choose to do so), and;
- **must not** carry out a Barred List check
- must complete a volunteer risk assessment

In line with the Governance Handbook paragraph 16 (DfE, 2020) all Trustees and Governors will receive an enhanced DBS check with Children’s Barred list given the potential for their roles to include working in regulated activity.

2.8 Section 128 Direction Checks

A Section 128 direction prohibits or restricts a person from taking part in the management of an independent school, including academies and free schools. A person who is prohibited, is unable to participate in any management position in the Academy as an employee; a trustee of the Academy; part of the governance or has been delegated any management responsibilities.

A check for Section 128 direction must be carried out using the [Teachers Services’ System](#).

Where the person will be engaging in regulated activity, a DBS barred list check will also identify any section 128 direction. The DBS certificate will also indicate the outcome of a section 128 direction check.

We will record on our SCR if a Section 128 direction check is required, the date of the check and the name of the person who checked it.

A Section 128 direction check must be completed for all leaders, senior leaders, Trustees and Governors.

2.9 Enhanced DBS check

It is a SDET requirement that DBS checks will be re-done at an enhanced level if there is a break in service of over 12 weeks e.g. maternity leave or casual staff. We request that our casual staff e.g. invigilators, D of E helpers, etc sign up to the DBS update service to allow for a check to be carried out before each deployment. Any costs incurred to be part of this service will be reimbursed by SDET.

We request permission from all those for whom we check the DBS update service (see Appendix 4)

SDET requires a new DBS check for those employees who are joining an SDET Academy for the first time regardless of any break in service.

For new starters who utilise the DBS update service, we must still check the original DBS certificate as part of pre-employment checks and complete the relevant sections of the SCR. We will also record that we have completed the on-line portability check and record the date/who completed the check.

When SDET carries out an enhanced DBS check on a volunteer who does not qualify for a Barred List check we will ensure that when the DBS application form is completed that the box that requests the Barred List check is not ticked.

New appointments are summarised in the table below:

Person	Circumstances	Mandatory	SDET requirement
New staff	>3-month break of service	DBS + Barred List	DBS + Barred List

	Similar position <3-month break	Optional above	DBS + Barred List
New volunteer or Trustee/ /Ambassador	Contact with children + not supervised	DBS + Barred List	DBS + Barred List
	Contact with children + supervised	DBS optional no barred list	DBS no barred list
Agency and Contractor	If regulated activity	DBS + Barred List by organisation (or just DBS if not in regulated activity)	Name, DBS confirmation (including barred list as appropriate), letter of reassurance

Information recorded on the SCR:

- DBS issue date
- DBS number
- date of Children’s Barred List check and the date the certificate was seen, the date the DBS update service was checked, or date the confirmation was received from the relevant organisation.
- the name of the person in the Academy who was responsible for processing the DBS form and confirming its clearance.
- **We do not keep copies of the DBS applications/supporting documentation once the number has been obtained. These must be appropriately destroyed in accordance with GDPR.**
- A risk assessment must be completed if an Enhanced DBS check is not clear (see Appendix 6).
- When you have undertaken DBS rechecks, update your SCR with the current details.

2.10 Right to Work

For individuals who have lived or worked outside the UK, schools must carry out the same checks as for everyone else but in addition must make any further checks considered appropriate.

These further checks should include a check for information about any teacher sanction or restriction that an EEA professional regulating authority has imposed, using the [Teacher Services](#)’ System. Although restrictions imposed by another EEA regulating authority do not prevent a person from taking up teaching positions in England, Academies should consider the circumstances that led to the restriction or sanction being imposed when considering their suitability for employment.

The Home Office has published guidance on **criminal record checks for overseas applicants**. The DFE has also issued **guidance on the employment of overseas-trained teachers**. This provides information on the requirements for overseas trained teachers from the European Economic Area to teach in England and the award of QTS for teachers qualified in Australia, Canada, New Zealand and USA.

Employers must confirm the right of those they seek to employ to work in the UK. The evidence that was provided and date when these checks were carried out. In addition, the name of the individual who carried out the check should be recorded. See [GOV.UK website](#) if there is any uncertainty.

We will record on our SCR what document has been seen to verify the person’s right to work in the UK, the date of the check and the name of the person who checked it.

In accordance with Government guidance, we will keep copies of right to work documentation for the duration of a persons employment and for a period of 2 years thereafter.

2.11 References

Two references must be obtained prior to interview for all shortlisted appointments. References should always be obtained from the candidate's current employer. Where a candidate is not currently employed, verification of their most recent employment and reasons for leaving should be obtained from the school, college, Local authority (LA) or organisation at which they are employed.

All Academies should ensure that the recruitment processes are robust and thorough. References should be scrutinised, and any concerns resolved satisfactorily, before the appointment is confirmed, including for any internal candidate. Obtaining references before interview is preferred as this allows any concerns they raise to be explored further with the referee and taken up with the candidate at interview. References should always be requested directly from the referee and preferably from a senior person with appropriate authority, not just a colleague. If the referee is school or college based, it should be confirmed by the Headteacher as accurate in respect of any disciplinary investigations.

Employers should not rely on open references, for example in the form of 'to whom it may concern' testimonials, nor should they only rely on information provided by the candidate as part of the application process without verifying that the information is correct. Where electronic references are received, employers should ensure they originate from a legitimate source.

On receipt, references should be checked to ensure that all specific questions have been answered satisfactorily. The referee should be contacted to provide further clarification as appropriate, for example if the answers are vague or if insufficient information is provided. They should also be compared for consistency with the information provided by the candidate on their application form. Any discrepancies should be taken up with the candidate and a note recorded in the candidate personnel file.

Some existing employees may have gaps in their personnel files. In these cases we will show an audit trail of our attempts to gather the required information if the record is since September 2016.

References will be retained in the personnel file.

2.12 Social media

As per KCSIE 2025, schools must conduct online searches for shortlisted candidates as part of pre-recruitment checks.

2.13 Annual Declarations

The Annual Declaration requires staff to declare:

- Criminal convictions;
- Their understanding of, and agreement to adhere to key policies;
- Business or personnel interests; and
- Changes to personnel data (as applicable).

We will issue an Annual Declaration to all staff immediately prior to the start of their employment and yearly thereafter via GoogleForm (see Appendix 5). The date of completion of the Annual Declaration will then be recorded on the SCR.

2.14 Safer Recruitment Training

Safer recruitment training teaches safeguarding skills that help schools to better protect children while recruiting staff and volunteers. From 01 September 2014, safer recruitment training no longer needs to be approved by the Secretary of State. However, schools will continue to be required to ensure that at least one member of any recruitment panel has received appropriate training in line with safeguarding guidance.

School leaders will use their professional judgment to determine appropriate training for the needs of their staff and their school. We will ensure that at least one member of every interview panel has undertaken safer recruitment training.

All interview questions will include two safeguarding questions appropriate to the post being recruited. The SDET Interview Template ensures that the required expectations at interview are adhered to.

All staff must attend a Safeguarding Refresher training session every year and a register must be taken to evidence their attendance. All staff must read the most recent update of 'Keeping Children Safe from Education' Part 1 and Annex A. Staff will electronically sign and date a GoogleForm to acknowledge that they have read and understood this document.

2.15 Personnel Files

Having completed the pre-employment checks in line with the **Recruitment and Selection Policy**, personnel files **must** contain the following:

- Two references (one of which must be from the applicant's most recent employer and be provided by their line manager or headteacher) which the Academy considers to be satisfactory;
- Hard copy of the application form;
- Photocopies/scans of original documents confirming any educational and professional qualifications referred to in their application form;
- Evidence of Identity, in most cases this is a copy of photo ID. If alternative identity checks were required, these must be kept in the file;
- Confirmation of medical fitness and copies of any risk assessments completed as a result of the occupational health assessment;
- Right to Work;
- If the DBS disclosure revealed a criminal record and a DBS risk assessment is required (see Appendix 6) a copy of the risk assessment must remain on the personnel file;
- Contract of Employment – Signed by the Headteacher and Employee;
- Equal Opportunities Monitoring form;
- Offer of appointment letter;
- Prohibition print check – dated;
- All interview related information for the employee –, interview scoring template (including evidence of safeguarding questioning), records of observations and other tasks undertaken;
- Health/medical related risk assessments;
- Copy of any amendment to contract letter, including hours, grade, pay etc;

- Training records/ certificates including Safer Recruitment;
- Confirmation of the initial DBS check including issue date, DBS number, barred list date and check completed by/date;
- Social media report;
- Annual Declaration Forms.

It must not contain:

- The DBS certificate. The DBS number is recorded on the SCR;
- Any documentation of proof of address such as a bank statement or electrical bill must be returned to the member of staff or destroyed.

It is very important that both the SCR and Personnel files are confidential. The SCR should be password protected and regularly backed up. A hard copy of the SCR should always be available in case of IT failure/breakdown.

The electronic personnel files should be stored in a secure place and have restricted access.

2.16 Training

Training on maintenance of the SCR will be included as part of the induction process for appropriate staff in academies, human resources and governance.

2.17 Responsibilities

The Head of School/ Headteacher has overall responsibility for the Academy SCR, and the content of the employee personnel files. The SCR must be checked six times per academic year by the headteacher and regularly by the Operations Director.

3 Visitor Protocol Guidance

All visitors to the Academy will be asked to bring formal photographic identification with them at the time of their visit. They must follow the procedure below:

- Once on site, all visitors must report to reception first. No visitor is permitted to enter the Academy via any other entrance under any circumstances.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal photographic identification upon request.
- Attention should be raised to the safeguarding procedures at the Academy. By signing in, the visitor confirms acceptance of the procedures.
- All visitors will be asked to sign the electronic signing in system or equivalent. Required information will include their name, organisation, who they are visiting and vehicle registration. A photograph will also be taken if using the electronic signing in system.
- All visitors will be required to wear an identification badge and a purple SDET lanyard if DBS checked and a grey SDET lanyard if not DBS checked. Both the badge and lanyard must remain visible throughout their visit.
- Visitors must be escorted from reception by their point of contact. The contact will then be solely responsible for them while they are on site.

3.1 Approved Visitor List

Approved visitors who undertake work within the Academy (including contractors, supply staff and ambassadors) will be recorded on the SCR. This will be checked on arrival.

To qualify for this list the visitor must have demonstrated, prior to the visit that:

- a) They have a current clear enhanced DBS check and a copy of this has been registered on the Academy's SCR **AND**
- b) A current clear DBS children's barred list check has been undertaken **AND**
- c) A letter of reassurance from the relevant organisation that confirms all other appropriate checks have been completed (**see Appendix 3**)

Other requirements:

- Visitors on the approved List **MUST** follow the same procedures on entry to the premises (i.e. come to reception and sign in via the e-signing system and then escorted from reception by their point of contact to a base point). Once on site approved visitors are allowed unescorted access throughout the Academy.
- On their first visit, approved visitors must provide a copy of their DBS on arrival along with photo ID for verification with the information specified on the SCR
- Approved visitors will be required to wear an identification badge and a purple SDET lanyard. This indicates that, whilst they have all appropriate checks to be unaccompanied on site, they are not an Academy member of staff and therefore may require additional support in relation to specific pupil concerns or fire alarms/lockdowns etc. Both the badge and lanyard must remain visible throughout their visit.

3.2 Visitors Departure from Academy

On departing the Academy, all visitors **MUST** leave via reception and:

- Sign out in the same manner as signing in.
- Return the identification badge and SDET lanyard to reception.
- A member of staff must escort those visitors with grey lanyards back to reception.

3.3 Unknown/Uninvited Visitors to the Academy

Any visitor to the Academy site who is not wearing an identity badge or who has a grey SDET lanyard and is unaccompanied should be challenged politely to enquire who they are and their business on the Academy site. They should then be escorted to reception to sign in and be issued with an identity badge or to be collected by their point of contact. The headteacher must be informed to review the incident. The procedures under "Visitors to the Academy" above will then apply.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and a member of the SLT informed. The SLT member will consider the situation and decide if it is necessary to inform the police. If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the Academy grounds, police assistance will be called for.

4 Monitoring

4.1 Monitoring role.

The SCR will be audited termly by a Senior leader from SDET e.g. CEO, CFOO, HR Director, AHT responsible for safeguarding.

4.2 Regularity of monitoring

- Date of the audit will be recorded on the SCR
- Monitoring will be carried out using the template in **Appendix 7**
- Completed templates to be stored in SCR folder

Appendix 1. Volunteer Application Form

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. Applicant's Personnel details

Surname	
First names	
Title (select as appropriate)	Mr Mrs Miss Ms Other
Maiden name or previous names	
Address	
Email address	
Correspondence Address (if different from above):	
Daytime telephone number	
Mobile	
Home	
Only answer if a full driving licence is required for the role.	
Do you hold a current Driving Licence? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES, please state the type of licence you hold	
Do you have any current endorsements?	Yes <input type="checkbox"/> / No <input type="checkbox"/>

(select as applicable)	
If YES, please specify:	
Please mention any skills or experience that you bring to the role, and explain what you want to achieve from volunteering.	

References

Please provide two references and must include your last employer. Where the individual does not have history of employment a character reference can be provided. References cannot be relatives or family members/partner. Please let your referees know that we may contact them.

Employment referee	
Name	
Address	
Tel No:	
Occupation	
Email Address	
Second referee	
Name	
Address	
Tel No:	
Occupation	
Email Address	

Have you ever been the subject of any allegations in relation to the safety and welfare of children, young people and/or vulnerable adults, either substantiated or unsubstantiated?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered yes to the above question, you must supply details on a separate sheet of paper, place it in a sealed envelope marked confidential and attach it to your application form.	
I have attached details requested	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please note that it is a criminal offence for a person that has been barred from working with children and young people to work or volunteer in a school.

Rehabilitation of Offenders Act 1974

Please note that for any role in a school **you must declare any convictions (including bind over and cautions)** regardless of whether or not they would be considered “spent” in other circumstances.

Have you ever been convicted of a criminal offence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there any alleged offences outstanding against you?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered YES to either of the questions above, please give details below or, if you prefer, attach details in a sealed envelope marked 'strictly confidential'.	

Declaration

I declare that the information given on this application form is true and correct	
Signed:	
Date	
Print name	
If form has been completed electronically please place an 'x' in this box to indicate your consent	<input type="checkbox"/>

How to return your form

Please return your completed application form to:

HR Manager,

Tel:

E-mail:

Appendix 2. Single Central Record (SCR) Check Template

Date:

Name:

CHECK	✓
100% of staff from the staff list are recorded on SCR? (Including all new starters)	
All agency/ambassadors/volunteers/contractors that access site are recorded on SCR?	
Are any agency/contractors/volunteers no longer accessing the site removed?	
SCR template includes: Teachers/Professional Services/Agency/ /Volunteers/Contractors)	✓
Name of MOS checked (record as 'ALL' if general check):	
No gaps/areas to follow up: Address/DOB/Photo ID	
No gaps/areas to follow up: Role	
No gaps/areas to follow up: Qualifications	
No gaps/areas to follow up: Barred List	
No gaps/areas to follow up: DBS	
No gaps/areas to follow up: EEA/Certificate of good conduct	
No gaps/areas to follow up: S128	
No gaps/areas to follow up: Prohibition from teaching	
No gaps/areas to follow up: Right to work in the UK	
No gaps/areas to follow up: Annual declaration/KCSIE	

Appendix 3. Safeguarding Bridging Letter

To be returned on headed paper

DATE

Dear

Safeguarding Bridging Letter - DBS Disclosure

I am writing to hereby confirm that **Organisation Name**, who will be undertaking **activity type (e.g. contractual building/electrical/plumbing work)** between/during the 2021/22 academic year,

1. Has obtained a satisfactory **enhanced** DBS disclosures on all our employees attending your school as listed below;
2. Vouches that any employee attending your school is deemed suitable to be working with children; and
3. Guarantees that any employee attending your school will have photographic identification in order to gain access to the school site and will wear their company issued ID at all times.

Full and Legal Name of Employee	Date of DBS check	DBS Number (Optional)

I understand that it is a criminal offence for barred individuals to seek, or to undertake, work with children and will advise you should any employees circumstances change with regard to any of the above.

I can confirm that we have a clear understanding of safeguarding policies and procedures and will notify the school via **?????** should any concerns arise in relation to your students. I know that the school's Child Protection and Safeguarding Policy can be found on the school website.

Should you require any further information please contact me on **email address/telephone number**.

Yours sincerely,

(signed by hand on letter-headed paper)

Name

Position within organisation

Appendix 4. Permission to check DBS Update Service

This section is to be completed by the applicant.

This job is subject to a satisfactory criminal records disclosure check. You have advised us that you subscribe to the DBS Update Service. We are required to obtain your permission to check the status of your DBS disclosure to find out whether it is current and whether there have been changes since the original check was made. We need the following information for processing for this check and possible re-checks in the future. Please complete the following in block capitals and sign to give your consent.

Applicant's name (as on certificate):

Certificate number:.....

Date of birth on certificate:

I confirm that I have provided my original DBS certificate and consented to allow the status check. I confirm that the information above has been provided by me and is correct.

Signature of applicant:.....

Date of completion:.....

This section is to be completed by South Downs Education Trust

Please tick the appropriate box below to advise which Workforce the applicant's current disclosure relates to. **If the disclosure is not for the appropriate Workforce a new DBS check will be needed.**

- **Child Workforce** - positions that involve working/volunteering with children
- **Adult Workforce** – positions that involve working/volunteering with adults.
- **Child and Adult Workforce** – positions involving working/volunteering with children or adults
- **Other Workforce** - position that does not involve working/volunteering with children or adults.

I confirm that:

- I have seen the original DBS certificate, and confirm the name, number and DOB is the same

- the applicant has personally completed the above information
- if a Barred List check is required, the DBS Certificate indicates the correct one

Name of manager:.....

Position:.....

Signature:.....

Date of signing:.....

Appendix 5. Annual DBS Declaration

Name:

- I declare that the situation regarding my character has not changed since completing my original DBS application.
- I declare that I have not received a police charge, caution or been convicted of a crime either at home or overseas since completing my original DBS application.
- I agree to disclose to the Headteacher any changes in my circumstances as and when such situations arise and I understand further action may be taken. I have been informed that I am expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect my suitability to work with children (whether received before or during my employment at the setting).
- I confirm that I am not living with anyone with a criminal conviction of any sort. If anyone living in the same house has had any criminal conviction then this **MUST** be notified immediately, in writing, to the Headteacher as it may lead to disqualification by association.

Appendix 6. Risk assessment proforma to consider suitability for deployment/continued deployment following a positive disclosure/DBS

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/741597/APPENDICES-Disqualification under the childcare act statguidance 4 .pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/741597/APPENDICES-Disqualification_under_the_childcare_act_statguidance_4.pdf)

Staff Name		Start Date	
Nature of Work		Post	
Decision			
Overall level of risk following this RA	Low	<input type="checkbox"/>	Decision based on risk (tick one)
	Medium	<input type="checkbox"/>	(A) Deploy/Continue deployment
	High	<input type="checkbox"/>	(B) Suspend recruitment/Suspend MOS
Nature of Offence	<ul style="list-style-type: none"> • Is the MOS barred or disqualified from working with children? If 'Yes' then do not proceed with this risk assessment – Inform RSL/DBS • Is the caution/conviction a 'one off' or are there several? • Are the cautions/convictions of a similar nature? • Was the MOS a juvenile or adult at the time of the caution/conviction? • How long ago was the caution/conviction awarded? 		
Relevance to Post	<ul style="list-style-type: none"> • Is the caution/conviction relevant to the role which will be undertaken? • Is the MOS likely to be placed in circumstances similar to those in which they previously offended? 		
MOS's Attitude	<ul style="list-style-type: none"> • Is the information consistent with that provided by the MOS on application/update? If no, what are the differences? • Does the MOS show remorse? • Is the context behind the offence cause for concern (e.g. was the conviction for an act of 'self-defence' or a premeditated act)? • Does the MOS take responsibility for the offence and recognise the harm that they caused/could have caused? 		

Mitigating Circumstances	<ul style="list-style-type: none"> Were there particular personal circumstances at that time which led to the offence (e.g. financial hardship/dysfunctional family) Are those personal circumstances still prevalent now? 		
Detail of Control Measures	SDET lanyard colour =		
Signature (Headteacher)		Date	

Appendix 7. SCR monitoring template¹

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

- 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

¹

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've lived or worked outside the UK (10)							
Check of professional qualifications							
Check to establish the right to work in the UK							

MONITORING AND MAINTAINING THE SCR	
<p>Does the SCR have correct and up-to-date details for all appropriate people?</p> <ul style="list-style-type: none"> • Have any new people been added? • Have those who have left been deleted? 	
<p>Have we checked the SCR for administrative errors? For example:</p> <ul style="list-style-type: none"> • Failure to record dates • Individual entries that are illegible • Omissions 	
<p>Have any administrative errors been reported to the designated safeguarding lead?</p>	
<p>How and where do we store the SCR? Is this secure?</p> <ul style="list-style-type: none"> • If using an electronic system, is this encrypted? • Do we have a plan of action in case of a security problem? 	
<p>Do we have an effective system for reviewing the SCR? Is this system being followed?</p>	

- **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

- **16-19 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:**
 - This includes teacher trainees on salaried routes.
 - 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.
 - 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).
 - Volunteers in regulated activity need an enhanced DBS check with barred list information. If volunteers aren’t in regulated activity, it’s up to the school to decide whether to get an enhanced DBS check (*without* barred list information).
 - 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.
 - 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 in regulated activity.
 - All contractors whose work provides them with an opportunity for contact with children will require an enhanced DBS certificate. Only those engaging in regulated activity require a barred list check.
 - 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
 - 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 'children's workforce independent schools' is specified. It can also be checked for separately.
 - 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, or is not aware of any reason why they may be unsuitable to teach.