

Bay Learning Academy CIC

Single Central Record Policy

2024 - 2025

This policy confirms that all relevant safeguarding checks have been carried out for Bay Learning Academy CIC in line with current legislation and our own Safeguarding Children Guidelines.

I confirm the following:

- All our employees have had an enhanced DBS check
- We have carried out an overseas check in those of our employees who have spent 6 months or more overseas within the last 10 years, or where this has not been possible have taken out additional references
- Our employees have been checked for their Right to Work in the UK and they are all compliant
- We have evidenced their identity and address e.g. passport or driver's license with utility bill or P45/60 (issued within the last 3 months), plus photographic evidence
- We hold copies of their certificates of qualifications, for roles that legally require said qualification for the post
- (For teaching staff) Satisfactory probation order checks have been completed
- Where applicable, satisfactory Disqualification and Disqualification by Association declarations have been completed
- We have received at least two satisfactory references in respect of each employee

If you have any questions relating to this matter, then please contact leila@baylearning.academy or on 07497521216.

The Single Central Record: Checklist for Practice

The single central record is a record of the pre-employment checks undertaken. The single central record must cover the following people:

- for schools, all staff, including teacher trainees on salaried routes, agency and third-party supply staff, even if they work for one day,
- for colleges, details of staff, including agency and supply staff providing education to children under the age of 18, and,
- 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

Recording information on the single central record

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, (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 [Keeping Children Safe in Education](#)
- a check of professional qualifications, where required; and
- a check to establish the person's right to work in the United Kingdom.

- For agency and third-party supply staff, schools and colleges must include 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 this confirmation was received and whether details of any enhanced DBS certificate have been provided in respect of the member of staff.

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.

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

Schools and colleges are free to record any other non-statutory information they deem relevant.

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:

['Keeping Children Safe in Education'](#)

[Disqualification under the Childcare Act 2006, statutory guidance](#)

Check point	Yes	No	Action identified
Is a single central record (SCR) in place for all staff (including supply staff)?	X		
Are all members of the proprietor body included on the SCR? (For independent schools, free schools and academies)	X		
Does the SCR indicate that identity checks have been carried out and by whom?	X		
Is there evidence on the SCR that all staff have been checked against the Barred List (previously List 99)?	X		
Does the SCR record the date when enhanced DBS and/or Barred List checks was carried out and who carried out the check?	X		
Does the SCR record qualifications – where the qualification is a requirement of the job?	X		

Check point	Yes	No	Action identified
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 ¹ ?	X		
Does the SCR record evidence a check of 'right to work' in the United Kingdom and suitability checks as appropriate?	X		
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?	X		
Does the SCR evidence that further checks on people who have lived or worked outside the UK?	X		
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?	n/a		

Procedures for maintaining and checking the SCR

Who is responsible for maintaining the SCR?	Leila Goring
Director responsible for checking the accuracy of the SCR:	Sarah Drummond
Regularity of checks on the SCR:	20 th of each month