

# Crown Meadow First School and Nursery

## Single Central Record Monitoring Visit

Tess Davis/Anita Heath

20/11/2025

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<sup>1</sup>:

- 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<sup>2</sup>:

- 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 286-291 of [Keeping Children Safe in Education](#), DfE, 2024);
- 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.

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<sup>1</sup> Paragraphs 274-278, [Keeping Children Safe in Education](#), DfE, 2024

<sup>2</sup> Paragraphs 277-278, [Keeping Children Safe in Education](#), DfE, 2024

The details of an individual should be removed from the single central record once they no longer work at the school or college<sup>3</sup>.

Schools and colleges are free to record any other non-statutory information they deem relevant<sup>4</sup>.

### **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](#)<sup>5</sup>.

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<sup>6</sup>.

### **Supporting Guidance:**

- Part 3 of '[Keeping Children Safe in Education](#)' DfE, 2024
- [Disqualification under the Childcare Act 2006, statutory guidance \(updated 31 August 2018\)](#)
- [Single Central Record – Monitoring Form, Sept 2024](#)

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<sup>3</sup> Paragraph 278, [Keeping Children Safe in Education](#), DfE, 2024

<sup>4</sup> Paragraph 279, [Keeping Children Safe in Education](#), DfE, 2024

<sup>5</sup> Paragraphs 283, [Keeping Children Safe in Education](#), DfE, 2024

<sup>6</sup> Paragraph 282, [Keeping Children Safe in Education](#), DfE, 2024

<sup>7</sup>[The Teachers' Disciplinary \(England\) Regulations 2012](#) define **teaching work** as: planned and preparing lessons and courses for pupils; delivering lessons to pupils; assessing the development, progress and attainment of pupils; and reporting on the development, progress and attainment of pupils.

<b>Check point: mid year</b> <b>Name of person undertaking check:</b> <b>Tess Davis</b> <b>Role of person undertaking check:</b> <b>Chair of Governors. Governor with responsibility for safeguarding</b> <b>Date of check: 16/05/2025</b>	Yes	No	Action identified
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?	√		
Does the SCR indicate that identity checks have been carried out and by whom?	√		Identity checks done by Anita Heath
Is there evidence on the SCR that all staff 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?	√		N/A currently

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Does the SCR evidence that checks in respect of Section 128 directions been undertaken for those in the following roles (as applicable): <ul style="list-style-type: none"> <li>maintained school governors</li> <li>staff</li> <li>contractors</li> <li>volunteers</li> </ul>	√		Rachel Reed to be removed from the SCR All staff on SCR All contractors on SCR Volunteers on SCR including reading rangers BAM staff (PFI contractors) Spreadsheet received and updated whenever BAM add a new member of staff to their team Three governors found to not be on the SCR-to be actioned by Clerk to Governors. Email sent for urgent attention. John Burkes/Rosemary McDermaid/Shannon Yallop
Does the SCR evidence that further checks on people who have lived or worked outside the UK?	√		
<b>For third party and 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?	√		A compliance form is sent for every business supplying staff to Crown Meadow. SPV received for 3 <sup>rd</sup> party contractors. Pre-employment checks made from County, received annually.
<b>For school:</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	√		

### Procedures for maintaining and checking the SCR

Who is responsible for maintaining the SCR?	Anita Heath
Member of SLT responsible for checking the accuracy of the SCR:	Hilary Allen – Head Teacher
Regularity of checks on the SCR:	Historic checks regularly monitored. Decision made to continue with regular monitoring visit by the safeguarding governor.
Date the SCR was last checked:	16/05/25