Single central record: monitoring checklist

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| **Date monitoring carried out** |  |
| **Name of responsible governor** |  |
| **Name of school safeguarding lead** |  |
| **Signed off by (include the date)** |  |

Grey spaces indicate a field which is not required. See the following page for explanatory notes.

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| **Details to be included in the SCR** | **Teaching staff1** | **Support staff** | **Supply staff2** | **Volunteers3** | **Maintained school governors4** | **Academy trustees/ independent school governors3** | **Contractors5** |
| Identity check |  |  |  |  |  |  |  |
| Enhanced DBS check/certificate |  |  |  |  |  |  |  |
| Barred list check |  |  |  |  |  |  |  |
| Prohibition from teaching check |  |  |  |  |  |  |  |
| Section 128 check6 |  |  |  |  |  |  |  |
| Further checks on people who have lived or worked outside the UK7 |  |  |  |  |  |  |  |
| Check of professional qualifications |  |  |  |  |  |  |  |
| Check to establish right to work in the UK |  |  |  |  |  |  |  |
| Fitness to work checks |  |  |  |  |  |  |  |

**Key notes**

1 This includes teacher trainees on salaried routes. Where trainee teachers are fee-funded, it is the responsibility of the initial teacher training provider to carry out the necessary checks. Schools 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.

2 For supply or agency staff, schools should 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.

3 Volunteers, academy trustees and independent school governors who come into contact with children unsupervised are in ‘regulated activity’ and will require an enhanced DBS check including a barred list check. Schools are not required to obtain an enhanced DBS certificate or barred list check for volunteers, trustees or independent school governors who are not engaging in regulated activity.

4 All maintained school governors require an enhanced DBS certificate. Only those engaging in regulated activity require a barred list check.

5 All contractors whose work provides them with an opportunity for regular contact with children will require an enhanced DBS certificate. Only those engaging in regulated activity require a barred list check.

6 A section 128 check is required for all those in management positions in an independent school or academy. A person subject to a section 128 direction is also disqualified from holding or continuing to hold office as a governor of a maintained school. Where the person will be engaging in regulated activity, a DBS barred list check will identify any section 128 direction. As barred list information is required to be requested only for those school governors who are engaging in regulated activity, when proposing to recruit a governor who will not work in regulated activity, schools and colleges should use the Secure Access Portal to check whether the person is barred as a result of being prohibited under s.128

7 All individuals who have lived or worked outside the UK must undergo the same checks as other school staff. Further checks should include a check for information about any teacher sanction or restriction that a European economic area (EEA) professional regulating authority has imposed, using the National College of Teaching and Leadership Teacher Services’ system.

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| **Monitoring and maintaining the SCR** | |
| Does the SCR have correct and up-to-date details for all appropriate persons?   * Have any new persons been added? * Have those who have left been deleted (after an agreed period of time)? |  |
| Have we recorded the name of the person who carried out the checks? |  |
| Have we checked the SCR for administrative errors?  E.g.   * Failure to record dates * Individual entries that are illegible * Omissions |  |
| Have any administrative errors been reported to the appropriate school 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 observed? |  |

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| **Issues arising from monitoring visit** | | |
| **Issues to discuss with school safeguarding lead** | **Action arising from issues** | **Date resolved** |
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