



PETERBOROUGH KEYS
ACADEMIES TRUST

SINGLE CENTRAL RECORD (SCR) STATEMENT

Version 2.0

September 2024

Trustee Committee: People and Infrastructure Committee

Date Policy Reviewed: August 2024

Date of Next Review: September 2025

It is a statutory requirement specified by the DfE in 'Keeping Children Safe in Education (KCSIE)' that all schools, Sixth Form Colleges and Further Education Colleges maintain a live document called the Single Central Record (SCR).

All adults who work directly / indirectly with students under the age of 18 across Peterborough Keys Academies Trust (PKAT) are recorded on the SCR i.e. teachers, support staff, long term supply staff, long term agency staff, casual staff, peripatetic staff, extended school staff, Academy Committee Members, Trustees, Members and other volunteers.

Any other adults on the school site are accompanied at all times by a member of staff and are easily identified by a safeguarding lanyard. Alternatively, written confirmation is obtained from the relevant agency / employer / provider confirming all safeguarding checks, including Enhanced DBS are complete. HR do undertake further safeguarding checks on individuals who are not recorded on the SCR, depending on the degree and regularity of contact with students. Further information and details are available on our Safeguarding Procedure flowchart.

Only HR staff across the Trust (such as Business Managers and / or HR Administrators) collate the required safeguarding information during the recruitment and onboarding process. All details are kept securely in line with the Data Protection Act 1998 and GDPR and information will not be disclosed to external parties without staff consent.

Each individual school is responsible for their school-level detail in the SCR to be updated and audited at a regular basis (at least termly). The Headteacher and Designated Safeguarding Lead will audit and discuss any matters arising at their regular meeting with their Chair of Academy Committee. The Chair of the Academy Committee reports to the termly meeting of the Academy Committee under Chairman's action, any anomalies. The full Trust SCR is audited termly by the Trust HR Manager and / or Executive Assistant and reviewed annually in September, at the first People and Infrastructure Committee meeting of the Academic Year.

The following mandatory details are recorded on the SCR:

- (a) Identity checks
- (b) Standalone barred list checks
- (c) Enhanced Disclosure and Barring Service (DBS) checks
- (d) Prohibition from teaching checks (for anyone involved in planning or delivering lessons, or assessing or reporting on pupils)
- (e) Checks of professional qualifications (for example, qualified teacher status)
- (f) Checks to establish individuals' right to work in the UK
- (g) Section 128 checks for those in management positions
- (h) Further checks on people who have lived or worked outside the UK (where necessary).

In respect of these checks, our SCR records:

- (i) Whether the check has been carried out / certificate obtained
- (ii) Date on which each check was carried out, or the certificate obtained

For supply staff, we record:

- (i) Whether they have written confirmation that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates including if an Enhanced DBS Certificate has been issued.
- (j) The date that confirmation was received
- (k) The date that identity checks were carried out

The details of individuals will be removed from the single central record once they no longer work for the Trust.

The Trust holds the centralised SCR with each school accessing and maintaining their information.

Copies of the documents used to verify identity, right to work and qualifications are kept on the relevant personnel file.