

## Single Central Record

Identity				Qualifications		DBS Checks		Prohibition from Teaching Check	s128 Management Check	Right to work in UK	Overseas Checks	
Name	Address	Date of Birth	Evidence Seen and Date	Qualifications Req'd (Y/N)	Qualification Evidenced and Date	DBS Enhanced Check	Barred List Check (date)	Check completed (date)	Check completed (date)	Evidence Seen and Date	Evidence Seen and Date	EEA Restrictions Check

Source: *Keeping Children Safe in Education (2016)* paragraphs 112 and 113

Note that the s128 Management check is only need for academies, free schools and independent school.

The Single Central Record must show:

- all staff (including supply staff and teacher trainees on salaried routes) who work at the school: in colleges, this means those providing education to children;
- all others who work in regular contact with children in the school or college, including volunteers;
- in maintained schools and independent schools (including academies and free schools), all members of the governing body
- the proprietors in proprietor-led schools

The relevant checks to include are:

- an identity check;
- a barred list check;
- an enhanced DBS check;
- a prohibition from teaching check (see below)  
(NB This is **not** the same as a barred list check);
  - a prohibition check must be made for anyone undertaking 'teaching work' (with or without Qualified Teacher Status);
  - whilst not statutory, a prohibition from teaching check **may** be made for teaching assistants to ensure they are not a prohibited teacher
- further checks on people living or working outside the UK, including any restrictions placed on teachers from the European Economic Area (EEA\*);  
(\*EEA is all EU countries, plus Iceland, Liechtenstein, and Norway)
- a check of professional qualifications;
- a check to establish the person's right to work in the United Kingdom; and
- in Independent schools (including academies and free schools), a section 128 prohibition check for people in management positions.

Entries in the SCR must be evidenced by the person making the checks, but there is no requirement for a signature.

## Retention of DBS Certificates

To comply with the Data Protection Act, schools and colleges should not retain copies of DBS certificates for longer than six months. [However, copies of other documents may be retained, eg. passport, driving licence, right to work information, professional qualifications.

## Agency Staff and Contractors

It is expected that the organisation supplying the worker has undertaken appropriate checks and sent written notification to the school. Schools must take steps to ensure that the worker coming into the school, is the person for whom the check has been made.

## Student Teachers

Where student teachers join the payroll of the school, the school must complete all checks. For all other student teachers, the initial teacher training provider must carry out the appropriate checks.

## Notes

See guide at Direct Gov website 'Providing identity documents for criminal record checks' [www.safeguardinghandbook.co.uk/id](http://www.safeguardinghandbook.co.uk/id)

Photo Id – Passport, Driving Licence (both photo-card and paper counterpart)

Proof of address - utility bill, valid within last 3 months. (No mobile phone bills)

Proof of Qualifications – original certificates

Proof of QTS – check with National College for Teaching and Leadership

National College for Teaching and Leadership (Telephone: 0300 7900225)

Email: [qts.enquiries@education.gsi.gov.uk](mailto:qts.enquiries@education.gsi.gov.uk)

Prohibition Order check - Employer Access Online Service (Teachers only)

[www.safeguardinghandbook.co.uk/teacherservices](http://www.safeguardinghandbook.co.uk/teacherservices)

Overseas Checks should be undertaken for individuals who have been out of the UK according to the school or HR provider's policy. In many cases, checks will be completed for people who have lived/worked overseas for 3 months or more in the last 10 years. It is their responsibility to obtain a Certificate of Good Conduct.

[www.safeguardinghandbook.co.uk/overseas](http://www.safeguardinghandbook.co.uk/overseas)

For UK citizens working overseas, International Child Protection Certificates (UK) can be obtained. For more information, go to [www.safeguardinghandbook.co.uk/icpc](http://www.safeguardinghandbook.co.uk/icpc)