

## Single Central Record FAQs



### **Where is the statutory guidance for the Single Central Record?**

KCSiE 2020 part 3.

### **Is there a template for the Single Central Record?**

Not a mandatory one! We have one on the Education pages of the GSC includes all the required fields and is efficient and easy to review.

### **Are there any “golden rules” for the Single Central Record?**

Yes, absolutely!

- 1) No gaps in the document – if you are awaiting the return of an item, note this down. If a check doesn't relate to an individual in a particular role, note this as “n/a”.
- 2) Always record *WHO* saw *WHAT* document and *WHEN* they saw it.
- 3) Governors / Trustees and Senior Leaders in your school should be regularly checking the Single Central Record and recording their check. (We've put a monitoring form on the education pages of the GSCB website that you might find useful 😊)

### **Is a Passport sufficient to cover all identity requirements?**

Unfortunately not; it does not verify an individual's address. Ensure that you can verify an individual's

- Name
- Address
- Date of birth

*We often are asked how many documents are required for each individual – providing you can confirm the required information you may only need to see as few as two documents (EG., Driving Licence for ID column and Passport for Right to Work in the UK column), but bear in mind that not everyone has photographic ID and you may need to explore further.*

### **What documents do I need to see from supply / agency staff when they come to the setting?**

You need to positively identify them when they arrive, to confirm that they are the same person as who you have received verification for from their agency. The agency will have assured you that all checks have been completed and are clear – you need to keep this email / letter. *You do not need to see, nor keep a copy of, their DBS certificate.*

### **Do volunteers need a DBS check?**

Follow the flowchart on P43 of KCSiE 2020 to determine whether your volunteer is in a regulated activity with children, to guide you as to whether you need a DBS check for your volunteers. We recommend taking a copy of this flowchart, clearly marked, to evidence your decision, and keeping this in the volunteer's file.

### **Do I need a new DSB for a returning volunteer who has not been into the setting during the Covid-19 pandemic?**

The Department for Education has stated that reasons relating to the Covid-19 pandemic do not constitute a break in service that would require a new DBS to be undertaken. We would recommend asking those returning to complete an Annual Criminal Declaration.

### **How long should I leave it before taking leavers off my Single Central Record?**

There is no statutory line in the sand for this. We suggest 6mths / 9mths as a sensible timeframe. We suggest moving the individual to a specific tab for leavers once they leave the setting, then reviewing this tab periodically.

(HR files must be retained in line with the HR retention schedule.)

### **When do I need to undertake a S128 check, how do I do this, and how often should they be undertaken?**

A section 128 direction prohibits or restricts a person from taking part in the management of a school.

- In maintained schools, you must undertake this check for your governors alone.
- For schools who have academy status, this check must be undertaken for governors / trustees and the senior leadership team within the setting.

This can be undertaken by logging onto the Secure Access/DfE Sign-in Portal via the Teacher Services' web page.



The screenshot shows the Teaching Regulation Agency (TRA) website. The header includes the TRA logo and navigation tabs for 'Organisations' and 'Guidance'. Below the header, there is a green bar with 'Home > Organisations > Teaching Regulation Agency'. A message indicates the user is logged in as 'Georgina Summers'. A warning banner states: 'Please be aware that the terms and conditions for using this application have been updated to reflect data protection requirements. Please read and comply with these before accessing this application.' The main content area is for 'Gloucestershire LA' with 'Organisation code 916'. There is a 'Find a teacher' search form with fields for TRN (1234567) and Date of birth (dd/mm/yyyy), and buttons for 'Clear fields' and 'Search'. A list of search results is displayed, including 'Teachers who have failed induction or probation', 'General Teaching Council for England (GTCE) sanctions', 'Teachers and others prohibited from the profession', 'Teachers sanctioned in other EEA member states', and 'Section 128 barring directions' (circled in red). To the right, there is a 'TRA contact information' box with email 'employer.access@education.gov.uk' and telephone '0207 593 5391'.

Our recommendation is to undertake this check annually for those who require it; amendments to the list are made periodically and it would be sensible to ensure that none of your individuals have been added! (Although you must not note down, nor print off, the list of names.)

### **For whom do I need to undertake prohibition checks?**

Only teachers. These can be undertaken by logging onto the Secure Access/DfE Sign-in Portal via the Teacher Services' web page (paragraph 136 KCSiE 2020).

### **Do I need to evidence qualifications for everyone in my Single Central Record?**

No, only teachers and High Level Teaching Assistants.

### **For whom do I need to establish whether an overseas check is required and how do I undertake one?**

Any time when an individual has worked or lived abroad can be viewed as a "gap" in their DBS history. Therefore you must consider an overseas check for anyone for whom you have requested a DBS check who has lived or worked abroad. (KCSiE 2019 paragraph 156)

### **What documents can I use to satisfy the requirement for the Right to Work in the UK?**

A UK Birth Certificate or Passport can be used to evidence the Right to Work in the UK. \*\*BREXIT UPDATE – If your setting employs EU nationals who plan to remain in the UK, ensure that you record application towards, and attainment of, settled status. Direct your team members to

<https://www.gov.uk/transition>