

Ludlow Junior School

Single Central Register

Policy Statement



March 24

March 25

Statement of Intent

At Ludlow Junior School we are committed to promoting the safety and wellbeing of our staff, pupils and visitors. Ensuring the safety of our school community is of paramount importance and, as a result, this policy has been created to establish a more comprehensive safer recruitment procedure so that pupils feel safe at school.

A SCR is required as part of this process as it provides our school with a record of all pre-employment checks, ensuring staff are safe to work in the school.

To ensure the school is recruiting suitable individuals for a role, employment checks will be carried out by the governing body and the Headteacher, in line with the school's Recruitment and Selection Policy.

The checks will include identity checks, right to work in the UK checks, varying levels of DBS checks (depending on the role), as well as extended European Economic Area (EEA) checks for staff who have lived or worked outside the UK.

This policy outlines the school's procedure for maintaining an up-to-date SCR in line with government statutory requirements and guidance. It has been written in conjunction with Keeping Children Safe in Education (2023) and reflects a move towards our online/automated system

The use of the SCR will be determined by the school business manager and maintained by her team. It must be compliant with local guidance issued by SCC and be applied to all persons who fall within the remit – this may include specific volunteers

The SCR will be cross referenced to any guidance and tests issued by SCC and our SIO or other improvement partner will be invited to test the SCR at least annually as will the safeguarding trustee

Legal framework

This policy has due regard to legislation, including, but not limited to the following:

- The Data Protection Act 1998

- The General Data Protection Regulation
- The Freedom of Information Act 2000
- The Education Act 2002
- Education (Pupil Referral Units) (Application of Enactments) (England) Regulations 2007
- The Non-Maintained Special Schools (England) Regulations 2015
- The Education (Independent School Standards) Regulations 2014

This policy has been created with due regard to the following DfE guidance:

- DfE 'Keeping children safe in education'
 - KCSiE 2023 – and previous and subsequent iterations

Roles and responsibilities

The Governing Body is responsible for:

- Ensuring all prospective members of staff and all employed members of staff have the required level of DBS checks and ensuring that all recommended other checks are undertaken and recorded for all persons falling within the remit of the policy
- Deciding whether any prospective member of staff who holds a criminal conviction is suitable to work within the school and having a clear procedure if a positive outcome is received – which is delegated to the Executive Head teacher
- Ensuring the identity of all existing and prospective employees.

The School Business Manager and the executive headteacher are responsible for:

- Maintaining an up-to-date SCR by updating it upon employment of any member of staff, as well as recording the identity and background checks made for other visiting staff to school – as well as checking the scope and coverage against LA guidance
 - This now includes the full implementation and regular review of the SICR system
- Ensuring any cover teachers, volunteers, contractors and/or any other visiting party to school hold the relevant level of security check, including a DBS check.
- Analysing whether any members of staff or returning volunteers, contractors or any other visiting party require an updated DBS check or other type of check based on their role
- Ensuring the school obtain legible copies of documentation used to prove workers' right to work in the UK, e.g. a copy of a passport and checking the potential format of documents to ensure their legitimacy
- Ensuring that documentation evidencing workers' right to work in the UK is up-to-date, especially if visas have an expiry date on them.
- Informing the GB of any decisions made regarding DBS and other security checks which are other than routine

- Ensuring that the data stored in the SCR is stored safely and securely
- Acting in accordance with this policy.

The school staff, and other persons falling within the remit of this policy, are responsible for:

- Providing accurate and up-to-date information required for the SCR so that they can continue their employment/involvement at school.
- Informing the headteacher/SBM of any changes in personal data or additions that need to be made to the SCR including any in year changes prompted by personal change or guidance change

Volunteers, contractors and other visiting parties are responsible for:

- Providing accurate and up-to-date information required for the SCR, so that they can continue their employment/involvement at school.
- Informing the headteacher of any changes in personal data or additions that need to be made to the SCR.

Contents of an SCR

The SCR will detail checks for any member of staff or volunteers who will likely come in to contact with a pupil. This includes the following:

- Full time teachers, supply teachers and trainees
- All other school staff, e.g. senior leaders
- All members of the governing board
- Any other individual likely to work in close proximity to the school's pupils such as students (including volunteers) – the senior team shall remain vigilant and challenging about the scope, remit and implementation of the SCR in order to best protect the safety and security of all members of our community

The dates of the checks will be recorded on the school's SCR in line with statutory requirements outlined in KSIE 2023 and be updated at least annual for accuracy and additional information in line with SCC guidance

When employing agency staff from a third-party organisation, the school will obtain written notification that the organisation has carried out all of the relevant checks.

It is the explicit role of the business team to ensure that all records are up to date, safe, secure and inline with all local and national guidance. The SIO and a named trustee should test the SCR at least annually at separate times

The headteacher/delegated representative must ensure that the individual who presents themselves on their first day of employment is the subject of all pre-employment checks.

A copy of photographic identification will be obtained and retained in line with data protection guidance and all recommendations in KCSiE, the LA guidance and related publications

School records will include the following, as detailed in KCSIE 2023

- An identity check
- A barred list check
- An enhanced DBS check (every 5 years)
- A teacher prohibition check
- Right to work in the UK check
- Professional qualifications check
- Workers who have lived or worked outside the UK only: European Economic Area (EEA) check

Any other checks that are recommended as policies are adopted/changed locally or nationally will be implemented immediately – not at the end of the policy review cycle

Storage

There will be only one copy of the SCR,, created on an online spreadsheet, which is only accessible to appropriate staff members.

- With the use of the SICR the spreadsheet has changed in format and presentation but not purpose – becoming a safeguarding database. Access to the SICR is restricted and differing levels of permissions are in place

The school will not keep copies of DBS certificates (in line with KCSIE) but staff have to be prepared to present them upon request.

The school will keep a legible copy of employees' evidence for their right to work in the UK, e.g. a copy of their passport, in employees' personnel files.

All other documentation, such as photocopied proof of qualifications, will be safely stored in a secure, preferably electronic, personnel file.

All certificates will be stored in accordance with the school's Data Protection policy.

Monitoring and review

The SICR will be updated after each instance of an individual attending school in an employment or voluntary capacity, or when any variation to the fields on the SCR is required.

The SICR will be reviewed half termly by the headteacher, ensuring all safety checks are present and up-to-date. This will be reported to the school's Full Governing Body termly, via the Head teacher report. The trustees and the SIO will test the SCR and record their observations in formal reporting

The governing board will review the Single Central Record Policy annually.

Any changes to this policy will be communicated to the trustees, EHT, staff, volunteers and all who fall within its dynamic remit over time