Outcomes First Group

SINGLE CENTRAL RECORD (SCR) REGIONAL DIRECTOR (RD) CHECKLIST

SCR REGIONAL DIRECTOR CHECKLIST

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Terminology - please note that the terms "our teams" and "team member/s" include everyone working with the people in Outcomes First Group's services in a paid or unpaid capacity, including employees, consultants, agency staff and contractors

1.0 BACKGROUND LEGISLATION & REQUIREMENTS

The Single Central Record SCR is a key element of safer recruitment. The DFE Statutory Guidance for schools and colleges Keeping Children Safe in Education requires all schools and colleges to produce and maintain a Single Central Record.

1.1 The SCR must cover **all** team members, including agency/supply/non-teaching staff/support/SLT.

1.2 At a minimum the SCR must indicate whether the following checks have been carried out, certificates obtained and the date on which each check was completed or certificate obtained:

- an identity check
- a standalone children's barred list check
- an enhanced DBS and barred list check -requested/certificate provided
- a prohibition from teaching check
- a Section128 check for management roles
- a professional qualification check
- right to work in UK check
- further checks on people who have lived or worked outside the UK
- reference checks
- medical checks

1.3. For agency and third-party supply team members, schools and colleges must 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, the date this confirmation was received and whether details of any enhanced DBS certificate check has been provided in respect of the team member.

Please refer to the Group's Safer Recruitment Policy for more information.

1.4 The agency/supplier must be from the Group's Preferred Supplier List (PSL) held centrally by HR recruitment team.

1.5 Details of an individual who no longer works at the school or college should be removed from the SCR.

2.0 REGIONAL DIRECTOR RESPONSIBILITIES

- To ensure safeguarding procedures are effective and compliant within their respective education establishments.
- thorough oversight and review of all team members on the SCR **at a minimum of once per term** to ensure all relevant checks have been carried out and that there are no gaps on the SCR
- to maintain a clear record that the check has taken place, to include any actions to address any gaps or concerns
- maintain, monitor and review action tracker where gaps and or concerns identified.
- ensure that all agency staff are from the PSL list held with the recruitment team
- ensure that there are **no** waivers in place.
- to be satisfied that **all** safer recruitment checks have been completed, including verification in line with OFG safer recruitment policy.
- to ensure that headteachers, principals have maintained and evidenced routine oversight of the SCR

The attached RD checklist tool is to support in completing the SCR checks and monitoring any actions.

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APPENDIX 1

SCR – RD CHECKLIST

Date check completed	
Check carried out by	
Name of School/College	

Check Point	Yes	No	Actions (RAG rating)
Are all team members included in the SCR (Including SLT/Agency/Governors)?			
Are there any gaps on the SCR? (If yes, is there a valid reason, plan and timeframe in place)			
Are there any risk assessments in place – if so, please detail - are these appropriate/ dated/review date/ signed off by RD			
Are ID call checks completed?			
Have all ID documents been verified?			
Is there evidence that there is a current DBS and Barred check in place, clear and in date? (12 monthly) for all team members			
Has the prohibition check been completed and is it clear?			
Has Section 128 check been completed and is it clear? (managers only)			
Where relevant, have professional qualifications been seen and verified?			
Have the right to work in the UK documents check been completed? have these been verified?			
Have further checks been completed for those previously living/working outside of the UK?			
Have at least 2 satisfactory references been obtained?			

Are all references compliant with the safer recruitment policy?			
Is there evidence that all refences have been verified?			
Has the medical check been completed and is it satisfactory? (Anything of concern or that requires a risk assessment)			
For agency/supply staff is there written evidence of checks?			
Are all agency staff from the PSL?			
Are you satisfied there are no waivers, disclaimers or risk assessments in place for any team members?			
Are you satisfied there is no one under 18 years employed? (other than approved apprenticeships)			
Are you satisfied there are NO volunteers in any capacity in our services?			

Action Tracker

Date & Action	RAG	Outcome

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